Internal System for Ensuring Quality of Teaching (ISEQT)
at the University of Economics and Human Sciences in Warsaw

The Internal System for Ensuring Quality of Teaching (ISEQT) is a tool used to implement the strategy of the University of Economics and Human Sciences in Warsaw in terms of providing high-quality education of all types, at all levels, and all programmes of studies offered by the University. It constitutes a complete and transparent set of consciously planned actions undertaken in all areas of the education process. It is compliant with the adopted objectives and strategy of education. ISEQT provides analyses and conclusions regarding the functioning of particular elements of the teaching process and indicates areas where corrective measures must be undertaken. It is a dynamic system, constantly subject to evaluation and modification, dependant on the needs resulting from both external and internal conditions.

ISEQT is a system of objectives, tools, and procedures related to:
1. **ensuring quality**, that is, evaluating whether the current requisites are satisfied regarding the quality of teaching and the compliance of the teaching process with external and internal regulations;
2. **evaluating the quality**, that is, diagnosing the current quality of teaching using a system of evaluation of the teaching process conducted by students, alumni, teaching staff, administration staff, as well as employers, partners and other external stakeholders from the socioeconomic environment,
3. **improving quality**, that is, striving for every recipient of the University's offer to achieve the best possible learning results in terms of gained knowledge, skills and social competencies, in a way adapted to specific socioeconomic conditions, which will enable them to adjust to the changing functions and roles in the community, provided that the teaching and research potential of the University is constantly fostered and new initiatives are promoted, the aim of which is to ensure an ever-growing quality of teaching at each programme of studies, as well as to implement the idea of life-long learning.

ISEQT is characterized by:
1. its purpose – subject to the University's strategic goals,
2. holism – the whole teaching process is affected,
3. coherence – ensuring the possibility of undergoing the whole cycle of improvement of teaching quality,
4. flexibility – adapting the programmes of studies to the University and its directions of development,
5. regularity and comparability – enabling complete comparative analyses with the aim of monitoring the process of ensuring and improving teaching quality,
6. objectivity – ensuring the objectivity of the evaluation,
7. publicity and transparency – the procedures and results of evaluation are publicly available.

These are the basic premises of the ISEQT:
1. The necessity to conduct various activities coherently, as a whole, the main idea of which is to support and constantly improve the teaching process.
2. All members of the academic community are aware of the fact that teaching is a dynamic process which must constantly be monitored and improved.
3. All stakeholders of the teaching process understand the need to constantly improve their functioning and consider ISEQT as a tool for improvement, including self-improvement.
4. The basic level for the implementation of ISEQT activities is the programme of studies, where the key role is played by Programme Committees for Quality of Teaching, created by Deans of studies.
5. Deans shall be responsible for directing the work of the Programme Committees for Quality of Teaching and regularly documenting their work as well as their results.
6. The University Council for Quality of Teaching is a supervisory body as well as a body of appeal, to which Programme Committees are subordinated. It indicates the directions of action in terms of improving the quality of teaching for the University in future periods.
7. Students – as the crucial stakeholders in the teaching process – are especially important and equal partners in ISEQT and take an active part in implementing the system.
8. The ISEQT actions are public and transparent for all stakeholders, with the exception that sensitive information shall be considered confidential.

The objectives of ISEQT are the following:
1. to ensure that programmes are followed and that intended results of learning are achieved,
2. to improve programmes of studies and the teaching process,
3. to increase the effectiveness of learning and students' satisfaction from the process of learning and its effects,
4. to adapt programmes of studies and contents of classes to the requirements of the socioeconomic environment and to the needs of the job market,
5. to ensure a high standard of teaching quality,
6. to ensure a high standard of administrative service,
7. to foster the ethos and development of the academic community in the spirit of values considered essential by the University,
8. to constantly improve ISEQT, based on regular collection and analysis of information provided by internal and external stakeholders, as well as to design, select, update and improve tools which serve to achieve intended objectives.

The functioning and improvement of ISEQT is supervised by the Rector. The implementation of ISEQT at particular study programmes is the responsibility of Deans. The ISEQT structure is composed of the following:
• at university level –University Council for Quality of Teaching,
• at the level of particular programmes of studies – Programme Committees for Quality of Teaching and Representatives or Commissions for External Stakeholders.

University Council for Quality of Teaching

The University Council for Quality of Teaching is composed of the Vice-rector for Teaching as President and members nominated by the Rector, representing the following groups which make up the academic community: administration staff, teaching staff, and students. The number of students nominated shall be no smaller than the number of representatives of the teaching staff. The total number of members shall be determined by the Rector. The University Council for Quality of Teaching carries out the following tasks:

1. to prepare templates of documents used within the framework of ISEQT,
2. to prepare a joint report on actions undertaken at the University with the aim of ensuring quality of teaching and on effects thereof, based on data provided by Programme committees – annually,
3. to establish priorities, directives and recommendations for future periods, related to ensuring quality of teaching and effects thereof for the whole University, and, if possible, for particular programmes of studies,
4. to evaluate the functioning of ISEQT and to issue recommendations with the aim of improving said system,
5. to carry out tasks related to ISEQT as indicated by the Rector,
6. to collaborate with Deans of Studies and Programme Committees for Quality of Teaching, as well as with Representatives or Commissions for External Stakeholders.

Programme Committee for Quality of Teaching

A Programme Committee for Quality of Teaching is composed of the Dean as its President and of members nominated by the Dean, including: a representative of administration staff, representatives of teaching staff and representatives of students studying a given programme. The number of students shall be no smaller than the number of representatives of the teaching staff. The Dean shall determine the total number of committee members. The committee carries out the following tasks:

1. to revise and evaluate the particular programme of study, including plans of studies, their contents, achieved effects of teaching, forms of classes, teaching and evaluation methods, and forms and methods of advertising the University's educational offer – annually,
2. to verify, issue opinions on and approve syllabi of classes – prior to the beginning of each semester,
3. to analyse the results of observation of classes conducted in a given semester and to issue conclusions and recommendations resulting from the analysis – every semester,
4. to analyse the results of evaluation of classes conducted by students and to issue conclusions and recommendations resulting therefrom – every semester,
5. to issue recommendations regarding changes in the programme of study based on conclusions drawn from the analysis and from consulting internal and external stakeholders – annually, no later than 6 months prior to the beginning of the next teaching period,
6. to regularly verify and evaluate the effectiveness of implementation of conclusions and recommendations issued by the Committee,
7. to issue opinions regarding the assignation of classes to particular teachers,
8. to motivate and support teachers to develop their skills and raise their teaching qualifications, as well as to support the exchange of teaching experiences among the teaching staff,

9. to prepare periodic reports on actions undertaken by the Committee and objectives achieved and to submit them to the University Council for Quality of Teaching – every semester,
10. to publish information about the Committee's work on the University's website.

Representative or Commission for External Stakeholders

Each Dean of Studies shall nominate a Representative or a Commission for External Stakeholders. For certain programmes of study, it is possible for the Commission to be replaced by another body with similar purposes (e.g. the Business Council). The Representative or Commission shall carry out the following tasks:

1. to consult programmes of studies, including plans of studies, intended results of learning and contents of the programme with external stakeholders (partners with whom the University has concluded cooperation agreements, businesses and institutions where students may do their work placements, alumni, professional associations, representatives of the local community, etc.) – annually,
2. to carry out an analysis of compliance of study programmes with the requirements of the job market and the socioeconomic environment – annually,
3. to submit to the Programme Committee for Quality of Teaching conclusions from consultations and analyses conducted,
4. to maintain and regularly update a register of external stakeholders, with whom the University maintains contact in terms of collaboration with a particular programme of studies,
5. to maintain contact and good rapport with external stakeholders,
6. to publish information about external stakeholders and partners with whom the University collaborates on the University's website and to update it regularly,
7. to publish information about their work on the University's website and submit said information to the University Council for Quality of Teaching.

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27.05.2021
Approved by
/-/ Dr. Konrad Janowski
Rector

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