



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2024; item 251

ORDER No. 114

by the Rector of Nicolaus Copernicus University in Toruń

of 5 July 2024

on the procedure of evaluating postgraduate student satisfaction at Nicolaus Copernicus University in Toruń

Pursuant to art. 127.3 of resolution No. 37 of the Senate of Nicolaus Copernicus University in Toruń of 16 April 2019 - Statutes of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2024, item 10) and art.3.2 and art. 4.6 of resolution No. 45 of the Senate of Nicolaus Copernicus University in Toruń of 24 October 2023 on the Internal Quality Assurance and Work Organisation System at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2023, item 378)

it is o r d e r e d as follows:

Article 1

The purpose of the postgraduate student satisfaction survey procedure (BSUSP) at Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University", is to introduce regulations regarding the implementation of the process of assessing the level of postgraduate student satisfaction with the quality of the University's functioning, understood as the level of satisfaction with information on the study offer, study organization, study program and didactic classes, and then using the results of this evaluation to improve the functioning of the University in the context of the quality of education and work organization.

Article 2

1. The subject of the procedure is to collect data on the level of satisfaction of postgraduate students, hereinafter referred to as "studies", relating to the functioning of the University.
2. Aspects of the University's work organization important from the point of view of postgraduate students shall be assessed and divided into the following groups:
 - 1) information on the study offer;
 - 2) study organization;
 - 3) study program;
 - 4) didactic classes.
3. The map of the postgraduate student satisfaction survey process constitutes Annex No. 1 to this order.
4. The postgraduate student satisfaction survey shall be conducted in each edition of the studies.

Article 3

1. All postgraduate students may participate in the survey.
2. The survey shall be anonymous and no data identifying postgraduate students shall be collected.
3. Participation in the study means completing the survey questionnaire available after logging in to the University Study-Oriented System (USOS). The questionnaire template is provided in Annex No. 2 to this order.
4. Each postgraduate student may formulate their own comments on any aspect referred to in art.2.2.
5. The results of postgraduate student satisfaction measurement shall be prepared according to a uniform template.

Article 4

Based on the statistical analysis of the obtained data, a specialist performing the tasks of an analyst, hereinafter referred to as “analyst”, shall create preliminary reports in the form of collective tables and charts and shall make them available to the relevant vice-rector for education, the chairman of the University Council for Quality Assurance, deans of faculties and faculty coordinators for quality assurance and directors of studies.

Article 5

1. The relevant vice-rector for education shall supervise the process of measuring the level of postgraduate student satisfaction and shall support the implementation of the tasks arising from this order.
2. The dean shall supervise the process of measuring postgraduate student satisfaction at the faculty level and shall support the implementation of the tasks arising from this order.

Article 6

Faculty coordinators for the quality assurance shall support deans in the process of measuring the satisfaction of postgraduate students, including, among others, the coordinators shall prepare a preliminary report and, after receiving recommendations for implementation, create final versions of the report containing recommendations for improving the elements assessed in the study. The report scheme for the edition of studies in student satisfaction surveys is specified in Annex No. 3 to this order.

Article 7

The postgraduate student satisfaction survey procedure shall be carried out in accordance with the process map (Annex No. 1 to this order) and instructions available on the website www.jakosc.umk.pl according to the following schedule:

Entity in charge	Tasks	Completion date and provider
Director of postgraduate studies	Application to the relevant vice-rector for education activating BSUSP	no later than 3 days before the penultimate meeting of the studies of a given edition
Vice-Rector for Education	Acceptance of the application and its transfer to the	immediately

	Department of Education (Toruń) starting BSUSP	
Department of Education (Toruń)	Message to the University Centre for IT Services (UCI) instructing BSUSP to be started	immediately
University Centre for IT Services	Opening the survey	immediately
Department of Education	Updating the website dedicated to the quality assurance/preparing and sending a message to the director of studies for the postgraduate students	immediately
Director of studies	Posting information about starting BSUSP in appropriate communication channels	immediately
Analyst in the Department of Education (Toruń)	Ongoing analysis of results	continuous action
University Centre for IT Services	Closing the survey and transferring the data to the analyst in the Department of Education (Toruń)	a month after the last meeting
Analyst in the Department of Education (Toruń)	Preparation of BSUSP results for studies on the portal	immediately
Department of Education (Toruń)	Message to Faculty Coordinators for Quality Assurance with a request to prepare reports for studies	immediately
Director of studies	Analysis of the report, preparation of recommendations and implementation schedule, preparation of a preliminary report and their presentation to the Faculty Coordinator for the Quality Assurance and the Dean's Council	immediately
Faculty Coordinator for Quality Assurance	Preparation of the final report and presentation of the results to the Faculty Council for the Quality Assurance and the Dean's Council	immediately
Department of Education (Toruń)	Updating the website www.jakosc.umk.pl and informing the University Council for Quality Assurance (URdsJK) about the final announcement and presentation	immediately

Article 8

1. Assessments made by postgraduate students shall support the relevant bodies of the University or faculty in deciding on improvement activities. The rector shall incorporate the recommendations for improvement activities into the University management process.
2. Improvement activities may be assigned to the University, faculties, or other units.

Article 9

The University Council for Quality Assurance shall review the validity of the postgraduate student satisfaction survey procedure once a year.

Article 10

Templates of forms for the implementation and documentation of the postgraduate student satisfaction measurement process are established, constituting annexes to this order:

- 1) map of the postgraduate student satisfaction survey process - Annex No. 1;
- 2) postgraduate student satisfaction survey questionnaire –Annex No. 2;
- 3) template of the postgraduate student satisfaction survey report - Annex No. 3.

Article 11

The order becomes effective as of 5 July 2024.

R E C T O R

prof. dr hab. Andrzej Sokala