

Quality Control System of the Faculty of Veterinary Medicine consists of three levels;

- **national**

- PKA (ENQUA member) - performs inspections and checks the establishment in terms of the quality of education (documentation of the education process, programmes and their implementation). Issues a grade valid for 8/6/2 years, depending on the grade awarded, and in extreme cases closes the study. So far, the Faculty has passed all the inspections positively. The next one should take place in the 2020/21 academic year.

- veterinary discipline evaluation - takes place every 4 years. The next one will take place in 2021. It includes the assessment of scientific activity, including the quality of publications, the level of obtaining external financing and the so-called events, i.e. cooperation with industry and the environment. The category obtained results in the level of funding from the Ministry of Science and Higher Education in the form of subsidies and the right to award scientific degrees as well as the type of the establishment - general academic or professional.

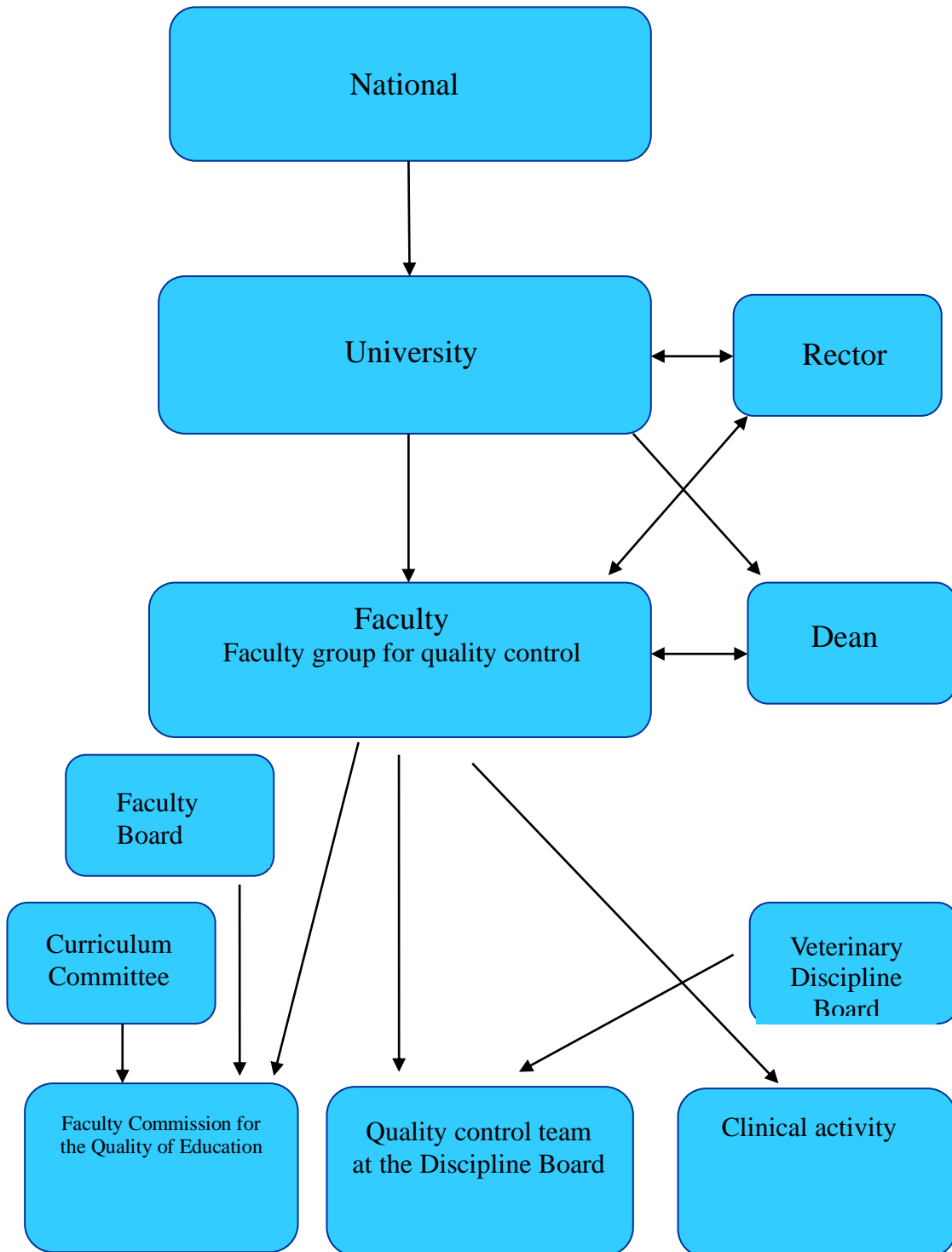
- **university**

- prepares the evaluation sheet of a scientific and didactic or didactic employee: <https://up.lublin.pl/druki/> . The assessment takes place every 2/4 years. The evaluation rules are enshrined in the Act of July 20, 2018 - Law on Higher Education and Science and the University Statute. In accordance with these provisions, the Rector has the right to dismiss an employee in the absence of scientific development (negative assessment), documented in two subsequent assessments. The results of assessments are sent to the Dean of the Faculty.

- carries out internal audit by a University employee on selected aspects of operation

- prepares the teachers' assessment by students available in the form of a survey in the Virtual Dean's Office system - the results are sent to the Dean, who takes further corrective actions if necessary.





- **faculty (consists of three levels)**

Faculty Group for Quality Control - monitors:

A. work of the Faculty Commission for the Quality of Education

B. work of the quality control team at the Veterinary Discipline Board

C. clinical activity

- is complementary to the national and university system
- defines the standards of procedures for three bodies A, B, C
- collects and gets acquainted with the assessment of three bodies (finances, rooms, handling of biological material, scientific and didactic as well as clinical activity, student matters) - in case of irregularities, submits an application to the Dean for inspection and implementation of a recovery programme
- monitors quality control at the Dean's level (in case of irregularities, submits a request to the Rector for internal audit)
- supports the faculty in monitoring EAEVE indicators
- meets with external stakeholders to check if and how the faculty strategy is implemented (Vet Chamber; private practice doctors; business environment)
- monitors activities and controls the implementation of the recommendations of external institutions authorized to control the faculty, i.e. the Veterinary Chamber, Sanitary-epidemiologic inspection, local Veterinary Inspectorate
- in agreement with the Dean of the Faculty, introduces the necessary corrective actions and monitors their implementation (in case of irregularities, requests administrative sanctions - a warning, a reprimand)
- promotes knowledge about the need to monitor the quality of teaching and scientific activities
- cooperates with the Student Government in undertaken activities
- controls the updates (responsibility of the Dean, Heads of Departments and the Institute for the content and the selected employee for entering the data posted on the University's website)
- controls the correct utilization of animal waste and animal excreta (direct responsibility of the Heads of Departments and the Institute based on existing legal regulations)
- controls the correctness of proceeding with the acquisition of biological material for didactic and scientific purposes and with the handling of infectious material (direct responsibility of the Heads of Departments and the Institute based on existing legal regulations)
- controls the need to conduct training in the field of biosecurity (responsibility Heads of Departments and the Institute).
- in cases that require it, cooperates and relies on the position of disciplinary



commission for employees and students

Four-person Commission elected and dismissed by the Faculty Board representing basic, preclinical sciences, clinics and food hygiene. From among these 4 people, the chairman is elected. The term of Commission coincides with that of the Faculty Board.

- Competences include monitoring and control of teams A, B and C based on their reports once a year (or at the request of the group - if necessary)

The commission assesses the reports of teams A, B and C and, depending on the nature of the failures emerging, makes decisions about verification activities (Staff position inspections, classes inspections) and post-audit recommendations (disciplinary interview along with the implementation of an appropriate recovery plan and obtaining improvement during the year). In the absence of results, other administrative steps are taken (ordinal responsibility of the employee stipulated in the Employee Work Regulations and the Labor Code).

The Dean and then the Rector decide about the discrepancies in the commission's decisions.

A. The Faculty Commission for the Quality of Education assesses didactics on the basis of the Faculty Book of Education Quality in accordance with the instructions published on the Faculty's website: <https://www.up.lublin.pl/weterynaria-jakosc/> . The Commission's activities include the following aspects:

- assessment of verification of learning outcomes (instruction 1),
- assessment of the Faculty's cooperation with the socio-economic environment in creating and improving learning outcomes (instruction 2),
- assessment of collecting and sharing information on the quality of education (instruction 3),
- assessment of the course of classes - inspections (instruction 4), assessment of technical employees involved in teaching
- quality assurance assessment of teaching staff (instruction 5),
- evaluation of conducting surveys (instruction 6),
- assessment of periodic verification of instructions (instruction 7)
- assessment of program traineeships and holiday practice (instruction 8),
- assessment of the material and didactic base (instruction 9).

The Commission cooperates with the Curriculum Committee of the study, appointed to prepare the curriculum and monitor its implementation. The Curriculum Committee may modify the programme in the event of unsatisfactory learning outcomes and monitor the use of hours after a possible change in the number of



hours belonging to the subject and the effects of these changes.

The commission (appointed by the Faculty Board for the term of office of the Board includes academic teachers representing various subjects as well as representatives of students and doctoral students) monitors:

- quality of teaching staff (teacher's charters, student surveys)
- results achieved by students in individual subjects and final results
- quality and effects of professional practical training (exam) - instruction 8,
- implementing corrective programmes necessary if students obtain 30% negative grades,
- annual updates of the syllabuses on the Faculty's website:
<https://up.lublin.pl/3703/>
- student satisfaction surveys, including specific situations: cases of harassment (proceedings are conducted through structures at the university level), proceedings against pregnant women and a survey conducted among people dropping out of studies.
- ensuring the compliance of actions undertaken with the University Statute, Study Regulations and individual instructions.
- concluding an agreement with lecturers from outside the Faculty.
- expenditure on teaching (the financial envelope divided into units by the Dean / Rector based on the number and type of teaching hours), distribution and effectiveness of spending funds on teaching at the level of Departments and the Institute

The analysis of these activities is carried out every year by the responsible entities given in the instructions and published in the report of the Faculty Commission for the Quality of Education. The reports are available on the Faculty's website:

<https://www.up.lublin.pl/weterynaria-jakosc/>

In case of any irregularities found in any of the points mentioned during the year or in the annual report, the Commission shall request the Faculty quality control system to undertake verification and corrective actions.

Corrective actions:

Teacher - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

Student - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a



year; reprimand; relegation from the Faculty. Activities may be undertaken in consultation with the Disciplinary Board for students.

Head of the Department / Institute - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; Employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

B. Quality control team established by the Veterinary Discipline Board monitors the activities of other teams and the entire Board in the field of research activities

The team monitors:

- the amount of expenditure on scientific activity (subsidy divided by the Veterinary Disciplinary Board based on the scientific results of the previous year) and their distribution and use by employees in terms of the achieved scientific results (based on annual reports of units and employee evaluation sheet) - responsibility of Department Heads and the Institute
- effectiveness of obtaining external funds for research projects
- signing contracts with business entities and obtaining funds from this source and with other scientific and research units
- training, specialization and conference organization activities
- employee publishing activity
- international cooperation (long-term scholarships, trips to conferences, arrivals of foreign guests)
- participation of technical employees involved in the research. The control of technical employees is based on the Job Description Card (specialist, senior specialist, technician). Direct subordination of the position - head of the department.
- updating data on the availability of equipment and facilities for research purposes.

The team cooperates with the other teams appointed at the Veterinary Discipline Board and passes the information to the Chairman of the Board, the Faculty Quality Control System and the Dean. Responsible for compliance with the applicable Act (Act of July 20, 2018 - Law on Higher Education and Science) and the University's Statute.

In case of any irregularities found in any of the points mentioned during the year or in the annual report, the Team requests the Faculty Quality Control System to undertake verification and corrective actions



Corrective actions:

Teacher - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

Head of the Department / Institute - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

Chairman of the Veterinary Discipline Board - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

C. Quality control of clinic service activity is based on:

- monitoring the work of individual clinics by the Clinic Supervisor including good clinical practice
- patient's owner satisfaction surveys
- annual report on the activities of clinics prepared by the Clinic Supervisor (responsibility - heads of individual Clinics)
- reports generated from the electronic system that manages clinical activity
- controlling vivarium activities (responsibility - person responsible for vivarium, supervising veterinarian)
- monitoring patient's registration activities
- monitoring of financial expenditure and expenses as well as the revenues of clinics
- consideration of complaints and requests from clients of Veterinary Clinics and their type.

The reports are collected and analyzed by the Clinic Supervisor and forwarded to the Faculty Group for Quality Control.

In case of irregularities found in any of the points mentioned during the year or in the annual report, the Clinic Supervisor requests the Faculty Group for Quality Control to undertake verification and corrective actions

Corrective actions:



Teacher / doctor - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

Head of the Department / Clinic - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

Clinic Supervisor - disciplinary interview (minutes of interview at the Dean's Office) along with the implementation of an appropriate recovery plan and improvement within a year; employee ordinal responsibility stipulated in the Employee Work Regulations and the Labor Code. Actions may be taken in consultation with the Disciplinary Board for teachers.

Lublin, December 2019

