

Rules and Regulations of the Teaching and Education Quality Council at the School of Undergraduate and Graduate Studies of the University of Economics in Katowice

I. General provisions

§ 1

1. The Rules and Regulations of the Teaching and Education Quality Council at the School of Undergraduate and Graduate Studies of the University of Economics in Katowice define detailed competences, composition, scope and mode of operation of the Council.
2. The terms used in the Rules and Regulations of the Teaching and Education Quality Council at the School of Undergraduate and Graduate Studies at the University of Economics in Katowice shall mean:
 - 1) Rules and Regulations – this Rules and Regulations of the Teaching and Education Quality Council at the School of Undergraduate and Graduate Studies of the University of Economics in Katowice,
 - 2) Statute – Statute of the University of Economics in Katowice,
 - 3) University – University of Economics in Katowice,
 - 4) Council – Teaching and Education Quality Council at the School of Undergraduate and Graduate Studies of the University of Economics in Katowice,
 - 5) Dean – Dean of the School of Undergraduate and Graduate Studies,
 - 6) Dean's Office – Dean's Office of the School of Undergraduate and Graduate Studies,
 - 7) Act of July 20, 2018 – Law on Higher Education and Science.

II. Council competences

§ 2

1. The specific tasks of the Council, in addition to those listed in the Statute, include:
 - 1) giving opinions on candidates for program directors,
 - 2) giving opinions on proposed changes in the curricula, including those resulting from the program directors' reports
 - 3) appointing standing and ad hoc committees,
 - 4) assessing student mobility,
 - 5) overseeing the proper allocation of ECTS credits,
 - 6) analyzing the effectiveness of students' education,
 - 7) analyzing data related to the implementation of the teaching process, including course evaluations and results of course assessments,
 - 8) initiating scientific research on teaching and education quality,
 - 9) recommending activities for improvement of teaching and education quality, monitoring education quality standards, building a culture of education quality, identifying and disseminating good practices of education quality management,
 - 10) inspiring activities aimed at increasing the attractiveness of educational offer of the School of Undergraduate and Graduate Studies and adjusting it to the needs of the labor market,
 - 11) issuing opinions on the organization and conditions of students education at the School of Undergraduate and Graduate Studies and on the quality of the teaching infrastructure,

- 12) giving opinions, upon the request of the Dean, on the competence and achievements of academic teachers, in particular on the correctness of assigning them to courses in accordance with their academic and professional qualifications (academic specialization, academic achievements, professional experience, etc.)
 - 13) analyzing the results of alumni's surveys and the results of study of their professional careers.
2. The Dean may present other matters for consideration to the Council.

III. Council composition

§ 3

1. The Council is appointed and dismissed by the Rector for the term of office of the authorities.
2. The Council shall consist of:
 - 1) Dean as Chair,
 - 2) Vice-Dean,
 - 3) heads of University Faculties,
 - 4) Program Directors,
 - 5) student representatives constituting at least 20% of the Council.
3. The Dean may invite representatives of the academic community and other persons to a meeting of the Council if the agenda requires it.

IV. Participation in Council meetings

§ 4

1. Participation in the Council meetings is the right and duty of each member of the Council. Attendance at a meeting is confirmed with a signature on the personal attendance list. Each absence should be justified before a meeting of Council with the Dean. The justification shall be made in writing or by means of electronic communication.
2. If during the term of office there are changes in the composition of the Council, the Dean shall immediately include those changes on the list of Council members.
3. An academic leave of absence, unpaid leave of absence or sick leave shall not deprive an employee of membership on the Council. However, upon the request of the employee on leave, the Dean may excuse their absence from Council meetings.
4. All members of the Council, including persons invited to a meeting of the Council, have the right to speak at a meeting of the Council.
5. Persons invited to a meeting of the Council have only an advisory vote; they do not have the right to vote on resolutions adopted by the Council.

V. Procedure for convening Council Meetings

§ 5

1. The Council deliberates at ordinary and extraordinary meetings.
2. Meetings of the Council are convened by the Dean.
3. Ordinary meetings of the Council are held at least once a quarter, excluding periods when courses are not taught.
4. Extraordinary meetings may be convened outside of ordinary meetings in accordance with the rules described in these Rules and Regulations.
5. At the first Council meeting in a given academic year, the Dean shall present a framework plan of Council meetings for that year.
6. The Dean, as Chair of the Council, shall notify all Council members of the planned date of a meeting at least seven days before the meeting. The notification shall be accompanied by a draft agenda for the meeting. The notification may be sent by means of electronic communication.
7. An extraordinary meeting of the Council may be convened by the Dean upon their own initiative or at the written request of the Rector or at least one-fifth of the members of the Council.

8. The Dean shall convene an extraordinary meeting of the Council within 7 days of the request. If an extraordinary meeting of the Council is convened at the request of Council members, the requesters are required to attach a proposed agenda to the request for a meeting.
9. At the request of the Council members, the Dean may supplement the agenda with a matter indicated by the requesters. The request should be received no later than 7 days before the scheduled date of the ordinary meeting. The Dean shall add the proposed item to the agenda and notify all Council members of the change.
10. In justified cases, the Dean may refuse to grant the request referred to in (9). In such a case, the above-mentioned request will be put to a vote at the next meeting of the Council.

VI. Council meetings

§ 6

1. Meetings of the Council shall be chaired by the Dean.
2. In the absence of the Dean, their duties, as described in these Rules and Regulations, shall be performed by the first deputy Dean or designated Vice-Dean.
3. The items on the agenda of extraordinary meetings of the Council may only be those specified in the request to convene an extraordinary meeting of the Council.
4. A meeting of the Council may be held if at least half of the Council is present at the meeting. Before the beginning of a Council meeting, the Dean shall check whether the required number of members is present.
5. The agenda for a Council meeting presented by the Dean shall be adopted by the Council by resolution prior to the commencement of the meeting.
6. An item on the agenda of a Council meeting shall be presented by the Dean or a person designated by the Dean (Rapporteur).

§ 7

1. The Council, upon the request of the Dean, shall appoint a Returning Committee of 3 persons before proceeding to the agenda. The committee shall elect a chair from among its members.
2. The Returning Committee shall be entitled to collect and count the votes. The voting cards shall be collected by the Returning Committee in such a manner as to ensure the confidentiality of the vote.
3. The chair of the Returning Committee shall immediately inform the Dean of the result of the vote. The result of the vote shall be announced by the Dean.

§ 8

1. The Council shall adopt resolutions on all matters within its competencies of a decisive, opinion-making and initiating nature that are set out in the Statute and the Rules and Regulations.
2. The Council shall adopt resolutions by a simple majority of votes in the presence of at least half of the personal composition in:
 - 1) open voting,
 - 2) roll-call voting, in significant matters, at the request of a Council member supported by at least 1/3 of the Council members participating in the meeting,
 - 3) secret voting, in personnel matters and in other matters - at the request of a Council member supported by at least 1/3 of the Council members participating in the meeting.
3. Personal matters referred to in (2)(3) shall be considered after they have been included in the agenda of the Council meeting.
4. A waiver of the requirement referred to in (3) is permissible in urgent (emergency) matters upon consent of 2/3 of the Council members present at the meeting.
5. Council members who do not share the majority view may submit a dissenting opinion to the minutes.

6. If an error is found in a resolution adopted at previous meetings, the Council may, in a vote, repeal the earlier resolution and adopt a resolution with a new wording that takes into account the correction, or adopt a resolution that contained an error.
7. The Dean has the right to postpone adoption of a resolution by the Council in a situation where the wording of the resolution has not been sufficiently developed or its adoption requires additional information or documents.

§ 9

1. A simple majority of votes is obtained when more votes are cast in favor of a resolution than against it. Abstained votes are not included in the result.
2. If an absolute majority of votes is required to adopt a resolution, this means that the number of votes cast in favor of the resolution must be greater than the total number of votes cast against the resolution and abstained votes. In the event of an odd number of voters, the requirement of obtaining an absolute majority of votes is met when a greater number of total votes cast in favor of adopting a resolution exceeds half of the votes validly cast and at the same time is the closest to such half.
3. Secret voting shall be conducted using voting cards.
4. The act of voting is performed by crossing out one of the choices by placing the mark: "X" in the selected box.
5. A vote is invalid if on a voting card the "X" mark has been placed in more than one field, all or none of the possible fields have been marked.
6. The completed voting cards are attached to the minutes of the Council meeting.

§ 10

1. The proceedings of each Council meeting shall be documented in the minutes which shall be a concise record of the proceedings of the Council.
2. Each minutes of a Council meeting must be adopted by a resolution at the next Council meeting.
3. An employee of the Dean's Office, appointed by the Dean, shall take the minutes of meetings of the Council. The minutes are kept in the Dean's Office.
4. The proceedings of a Council meeting may be recorded digitally.
5. Requests for correction of minutes shall be submitted to the Dean in writing by the time the minutes are approved by the Council.
6. The minutes of the Council meeting are public and available to interested members of the academic community in the manner adopted at the University.

VII. Council committees

§ 11

1. The Council in order to improve the implementation of its tasks may appoint standing and ad hoc committees, for the duration of its term of office, specifying their composition and tasks.
2. In case of disputes the Council shall appoint ad hoc committees to consider the matter.
3. Provisions of § 27-28 of the Statute apply to the committees accordingly.

VIII. Final provisions

§ 12

1. Decisions regarding matters not regulated by these Rules and Regulations and not reserved by law or the Statute to the competence of other parties are made by the Dean.
2. Changes to these Rules and Regulations require adherence to the procedure provided for its introduction.