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CIRCULAR LETTER 4/2023

of the Director of the Doctoral School of the Siedlce University of Natural Sciences and Humanities of 11 July 2023 on learning outcomes verification at PQF level 8 at the Doctoral School of the Siedlce University of Natural Sciences and Humanities

Pursuant to § 3(3)(a) of the Ordinance No. 84/2019 of the Rector of the Siedlce University of Natural Sciences and Humanities of 12 September 2019 on the rules for the development and publication of internal normative acts, I hereby establish methods of learning outcomes verification for qualifications corresponding to PQF level 8 at the Doctoral School of the Siedlce University of Natural Sciences and Humanities.

1. Verification of learning outcomes required for level 8 of the Polish Qualifications Framework includes the learning outcomes achieved at the Siedlce University Doctoral School as part of the curriculum and as part of the implementation of the Individual Research Plan.
2. The learning outcomes achieved as part of the curriculum are verified by academic teachers and other persons conducting classes specified in the curriculum.
3. The learning outcomes achieved as part of the Individual Research Plan are verified by the supervisor, the given Council of Scientific Discipline and the mid-term evaluation committee.
4. Achievement by a doctoral student of all learning outcomes required for level 8 of the Polish Qualifications Framework and confirmed in accordance with Annex 1 is the basis for issuing a certificate of education completion at the Doctoral School of the Siedlce University of Natural Sciences and Humanities.
5. Verification of learning outcomes corresponding to PQF level 8 is carried out on the basis of:
 - a) the doctoral student's performance across the curriculum at the Doctoral School;
 - b) scientific and other activities of the doctoral student, specified in the Individual Research Plan.
6. The verification process is supervised by the Director of the Siedlce University Doctoral School.

A. Methods of learning outcomes verification- curriculum

1. The curriculum includes a framework of learning outcomes adequate to PQF level 8.
2. Detailed learning outcomes adequate to PQF level 8 are specified in the syllabus by the academic teacher conducting classes.
3. Detailed information on the methods of verifying learning outcomes achieved by a doctoral student is specified in the syllabus by the academic teacher conducting classes.
4. The syllabus describes the system of verifying the degree of learning outcomes achievement:
 - a. the forms of verification of learning outcomes specified in the curriculum (non-graded credit, credit with a grade, exam),
 - b. detailed information on the techniques of learning outcomes verification (e.g. oral/written/practical) and the forms, e.g. test, written work (e.g. essay, paper), project, individual presentation, group presentation,
 - c. verification time (e.g. ongoing/during classes, final exam),
 - d. assessment criteria.
5. An academic teacher monitors and verifies learning outcomes achievements by the doctoral student
 - a) on an ongoing basis during classes and/or
 - b) during the end-of-semester test/exam.
6. During the end-of semester test/exam, the academic teacher verifies the degree of learning outcomes achieved by the doctoral student in accordance with the verification criteria specified in the course syllabus.
7. The grading scale used in the verification of classes ending with an end-of-semester test with a grade or an exam is specified in the Regulations of the Doctoral School: very good (5.0); good plus (4.5); good (4.0); satisfactory plus (3.5); satisfactory (3.0); unsatisfactory (2.0).
8. Academic teachers are obliged to verify the tools used to verify the level of learning outcomes achieved by a doctoral student if there are doubts as to their effectiveness.
9. Doctoral students evaluate the grading method and the methods of learning outcomes verification in semester questionnaires, during meetings organized by the director of the doctoral school and through the doctoral students' representative in the Council of the Siedlce University Doctoral School.
10. An academic teacher is obliged to inform doctoral students about the methods of learning outcomes verification during the first class and to include the syllabus in the USOS system.
11. Academic teachers are obliged to inform doctoral students about the results of learning outcomes verification. The rules for making the results of the verification available are established by the academic teacher, who notifies doctoral students. The results of the verification (and its justification) are public to the doctoral student. An academic teacher includes information on learning outcomes achievement into the USOS system within the deadlines resulting from the organisation of the academic year.

12. Documentation confirming learning outcomes achievements by the doctoral student is kept by the lecturer in an electronic or paper form for at least one year.
13. Detailed learning outcomes related to the implementation of internships and methods of their verification are specified in the *Internships Regulations at the Doctoral School of the Siedlce University of Natural Sciences and Humanities*.

A. Methods of learning outcomes verification - Individual Research Plan

1. Detailed learning outcomes adequate to PQF level 8 are defined by the doctoral student in the Individual Research Plan (IPB) in consultation with the supervisor, supervisors or supervisor and assistant supervisor.
2. The methods of learning outcomes verification, specified in the Individual Research Plan are specified in the Regulations of the Doctoral School.
3. Procedures for the verification of the learning outcomes to be achieved during the implementation of the IPB include:
 - a) preparation of the IPB by the doctoral student in cooperation with the supervisor and acceptance of its content by the supervisor, supervisors or supervisor and assistant supervisor, including the acceptance of learning outcomes description and the possibilities of achieving them,
 - b) evaluation of the IPB by a committee appointed by the Director of the Siedlce University Doctoral School in consultation with the Chairman of the given Council of the Scientific Discipline,
 - c) issuing opinions on the IPB by the given Council of the Scientific Discipline,
 - d) mid-term evaluation of the implementation of the Individual Research Plan and the doctoral dissertation progress.
 - e) annual reports on the implementation of the IPB and the supervisor's opinions on the progress towards achieving the expected learning outcomes.
4. Ongoing verification of the learning outcomes to be achieved during the IPB implementation is conducted by the supervisor.
5. Depending on the specificity of the research, the following are included as achievements of the learning outcomes specified in the IPB (apart from a completed doctoral dissertation with a positive opinion from the supervisor):
 - a) Scientific publications written with the participation of a doctoral student (scientific articles published in scientific journals or in peer-reviewed proceedings from an international conference, which in the year of publication of the article in their final form were included in the list of the Ministry of Education and Science, scientific monographs published by a publishing house which in the year of publication of the monograph in its final form was included in the list of the Ministry of Education and Science, a chapter in scientific monographs published by publishing houses which in the year of publication of the monograph in its final form was included in the list of the Ministry of Education and

Science;

- b) Scientific conferences with the active participation of a doctoral student (national or international);
- c) Scientific seminars/workshops, during which the doctoral student presented the results of his or her own research;
- d) Participation in scientific internships in external research centers (national or foreign), participation in research trips;
- e) Submission of a formally correct application for funding of research or of a scientific project to be applied in business from external sources (e.g. from NCN, NCBR) or participation in scientific, R&D or implementation projects;
- f) Reviews of scientific articles or monographs;
- g) Participation in the organization of scientific conferences or events popularizing science;
- h) Other activities (e.g. participation in various forms of education, also outside the university, including training, workshops, courses, scientific seminars, guest lectures; patents; activities popularizing science, including the publication of popular science articles).

Director of the Doctoral School

of the Siedlce University of Natural Sciences and Humanities,

dr hab. Anna Kamecka, a university professor

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school stamp

Siedlce,

date

Name and surname of the doctoral student	
Scientific discipline	
Album number	
Cycle of education	

**VERIFICATION OF LEARNING OUTCOMES IN LINE WITH THE POLISH
QUALIFICATIONS FRAMEWORK AT LEVEL 8**

Assessment of learning outcomes as part of the curriculum, including internships
Scientific publications written with the participation of a doctoral student (scientific articles published in scientific journals or in peer-reviewed proceedings from an international conference, which in the year of publication of the article in their final form were included in the list of the Ministry of Education and Science, a scientific monograph published by a publishing house which in the year of publication of the monograph in its final form was included in the list of the Ministry of Education and Science, a chapter in a scientific monograph published by the publishing house which in the year of publication of the monograph in its final form was included in the list of the Ministry of Education and Science)
Scientific conferences with the active participation of a doctoral student (national or international)
Scientific seminars/workshops, during which the doctoral student presented the results of his or her own research
Participation in scientific internships in external research centres (national or foreign), participation in research trips
Submission of a formally correct application for funding of research or of a scientific project to be applied in business from external sources (e.g. NCN, NCBR), or participation in scientific, R&D or implementation projects

Reviewing scientific articles or monographs
Participation in the organization of scientific conferences or events popularizing science
Other activities (e.g. participation in various forms of education, also outside the university, including training, workshops, courses, scientific seminars, guest lectures; patents; activities popularizing science, including the publication of popular science articles)
Submission of a doctoral dissertation

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(supervisor's signature)

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(signature and stamp of the Director of the Doctoral School)