Z4-KSZJK

The remit and rules of procedure of the faculty/university-wide committee for the Quality Assurance System in Education

1. The Quality Assurance Committee for Education at the basic unit/university-wide level, hereinafter referred to as 'the committee', is appointed by the head of the constituent unit or the director of the university-wide unit for the term of office of single-person bodies.
2. The committee comprises: the representative of the head/director of the unit in question responsible for the Education Quality Assurance System, representatives of internal organisational units, and representatives of students and doctoral candidates elected for the term of office of the Student Council and the Doctoral Students' Council.
3. The chair of the committee is the representative of the head/director of the relevant unit responsible for the Education Quality Assurance System.
4. The legal basis for the committee's activities is the Senate resolution on the introduction of the Education Quality Assurance System at the Silesian University of Technology.
5. The committee's tasks include the supervision and coordination of work relating to the implementation, operation and improvement of the Education Quality Assurance System (EQAS) within a given unit, and in particular:
   1) supervising and coordinating the achievement of the QAS's objectives,
   2) encouraging quality-enhancing initiatives relating to the teaching process and motivational measures for teaching, technical and administrative staff,
   3) assessing the extent to which the Quality Assurance System has been implemented and is functioning within a given unit, based on annual audit reports and reviews of the system's operation.

Rules of procedure for the committee:

1. Committee meetings are convened by the representative of the head of the primary unit/director of the university-wide unit responsible for the Quality Assurance System for Education as required, but at least twice a year.
2. The committee takes decisions by a simple majority of votes, provided that more than half of its members are present.
3. In the absence of a representative of an internal organisational unit, another person designated by the head of that internal unit may attend the committee meeting.
4. Persons may attend committee meetings in an advisory capacity at the invitation of the committee chair.
5. The committee has the right, by a simple majority in a secret ballot, to decide to submit a request to the head of the basic unit or the director of the university-wide unit to dismiss a committee member on the grounds of their failure to properly fulfil their duties as a committee member.