FACULTY OF VETERINARY MEDICINE
Warsaw University of Life Sciences

DOCUMENTATION
OF THE FACULTY TEACHING QUALITY
ASSURANCE AND IMPROVEMENT SYSTEM
(FTQAIS)

Copy 1

Approved by:
Resolution no. 4 D/2013-14 of Council of the Faculty of Veterinary Medicine, Warsaw University of Life Sciences, of 20 November 2013, adopting the documentation of the Faculty Teaching Quality Assurance and Improvement System.
Resolution no. 5 D/2013-14 of Council of the Faculty of Veterinary Medicine, Warsaw University of Life Sciences, of 20 November 2013, laying down the dates of validity and period of implementation of the Faculty Teaching Quality Assurance and Improvement System.

Dean of the Faculty of Veterinary Medicine, Warsaw University of Life Sciences
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Warsaw, July – August 2013
TEACHING QUALITY can be defined as the level of meeting the requirements on the teaching process and its outcomes, formulated by the stakeholders, taking into account any internal and external conditions.

cited from: *Pojęcie jakości kształcenia i uwarunkowania jej kwantyfikacji w uczelniach wyższych.*

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http://zif.wzr.pl/pim/2012_3_1_29.pdf

QUALITY MANAGEMENT SYSTEM is as system which involves every area of a company’s or institution’s activity and provides for important activities to meet the specified requirements.

from: *ISO EN 9001:2008 Standard; recommendations and guidelines to build a structured quality management system in an organization*

The FACULTY TEACHING QUALITY ASSURANCE AND IMPROVEMENT SYSTEM is a document:

- Describing all activities for the quality of education,
- Defining the responsibilities of data system stakeholders for performance of the activities assigned to them,
- Showing how the information about success or failure in the performance of the tasks assigned to them should be used, and how this information can be utilised for laying down reasonable educational, HR and financial policies of the Faculty.
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1. PRESENTATION OF THE FACULTY

Faculty of Veterinary Medicine  
Warsaw University of Life Sciences  
Address:  
ul. Nowoursynowska 159, 02-787 Warszawa;  
ul. Nowoursynowska 159C, 02-787 Warszawa,  
ul. Ciszewskiego 8, 02-786 Warszawa  
tel./fax: 22 59 36015  
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e-mail: dwmw@sggw.pl  
Head of the Dean’s office: Teresa Sałaga, MScEng  
Faculty’s managers  
Dean: Prof. Marian Binek, PhD hab.  
Vice-Dean for Research Affairs: Prof. Tomasz Motyl, PhD hab.  
Vice-Dean for Teaching: Marcin Bańbura, PhD hab., WULS Associate Professor  
Vice-Dean for Courses in Foreign Languages: Prof. Romuald Zabielski, PhD hab.  
Dean’s Officer for Teaching Quality: Marta Kuczyńska, PhD hab., WULS Associate Professor  

Field of study: Veterinary Medicine  
Level of study: long-cycle graduate studies  
- Full time studies, part time studies  
- International programme in English.  

Level of study: third-cycle studies (doctoral studies)  

Level of study: postgraduate studies  
- Specialisation  
- General Veterinary
1.1. A short history of the Faculty

An edict from 1816 provided the legal foundation for establishing a practical school of veterinary medicine in the Polish Kingdom. The Faculty of Veterinary Medicine at the Warsaw University of Life Sciences derives directly from the Agronomic Institute situated in Burakow near Warsaw, a veterinary school founded on 17 July 1824. The school came under and was placed in the Agronomic Institute in Marymont. The studies lasted two years. Graduates found work mainly in the army, looking after horses. The November Uprising paused the school’s activity for ten years. The School of Veterinary Surgeons, founded in 1840, was an independent academy that extended its programme from two to four years after consecutive reorganisations. In 1889 the school’s status advanced to college. In 1901, the school was moved to a modern building complex in Grochow that was designed exclusively for the purposes of the college. During World War I the school’s educational activity was paused and was later reactivated by founding the Veterinary Medicine Study by the Medical Faculty of the Warsaw University.

In 1927 the Council of the Medical Department established an independent Faculty of Veterinary Medicine of the Warsaw University. Since then, the Faculty developed dynamically until World War II. Following the war, educational activity was re-established in the 1946-47 academic year. The first years were dedicated to re-assembly of the Faculty personnel and conversion of facilities (which during the war were used as a hospital of infectious diseases).

In 1952 the Faculty of Veterinary Medicine was moved from the Warsaw University to Warsaw University of Life Sciences (WULS). During the following years, several reorganisations of the Faculty were conducted, with the last one in 1999 as recommended by the European Association of Establishments of Veterinary Education, EAEVE. The initial years of the 21st century was a period of rapid development, enhanced by moving the Faculty to a modern campus in Ursynów and Wolica. The research, diagnostic and teaching bases were upgraded and international exchange of research workers and students was intensified. In 2007, the Faculty enabled studies for international students in English, and in 2008, the National Accreditation Committee has issued a positive assessment of the teaching and research activities.

1.2. Legal form

Since 17 September 1918, the WULS has been a public university under the order of the Minister of Religious Denominations and Public Enlightenment, and its academic character and current name has been approved in the Academic Schools Act of 13 July 1920 (Journal of Law of the Republic of Poland number 22, item 494).

Currently, the University operates under the following regulations:

- Act of 14 March 2003 on academic degrees and title and on degrees and title in Liberal Arts (Journal of Laws [Dz.U.] of the Republic of Poland no. 65, item 595, as amended);
- Act establishing the Ministry of Science and Higher Education of 5 May 2006 (Journal of Laws [Dz.U.] of the Republic of Poland no. 76 item 533, as amended);
- Ordinance of the Minister of Science and Higher Education of 12 July 2007 regarding the standards of education for particular programmes and learning cycles, and laying down the procedure for the establishment and the conditions to be met by a university to operate inter-programme studies and macro programmes (Journal of Laws [Dz.U.] of 13 September 2007);
1.3. Current status

Contemporary veterinary medicine is not only "science on animal health and diseases, and animal treatment". This discipline has an ever increasing significance for animal production, public health and the hygiene of food of animal origin, the protection of health and welfare of various animal species, including wild animals, free-living animals and endangered species. Veterinary surgeons are considered guardians of animal health and public health. This is why their profession has become a profession of public trust at the turn of the 21st century.

To be able to meet high professional and ethical standards, a student must obtain general knowledge on the structure and operation of the animal body, knowledge and understanding of how diseases occur and progress, delve into the arcana of preventive medicine, proper animal feeding, animal health protection and welfare, knowledge of the law and procedures for the protection of public health and food safety. That's why the knowledge, skills and competences of a graduate, so-called Day One Competences, are strictly defined by the European Association of Establishments for Veterinary Education (EAEVE). They are to ensure high quality of veterinary surgeon's education process, while the minimum content to be learnt is contained in Directive 2005/36/EC of 27 October 2005 which has replaced the previous directives 78/1026/EEC and 78/1027/EEC.

Veterinary medicine, understood as a collection of knowledge, skills and competences necessary for carrying out all activities reserved for a veterinary surgeon is a compilation of natural sciences providing the graduate with general knowledge on how a living body operates, veterinary science that provides detailed knowledge of animal diseases, how to treat and prevent them, and understanding of the protection of public health and food safety, agricultural sciences on animal production, agronomy, production of feedstuff, and, finally, social sciences, providing veterinary surgeons with the appropriate ethical level.

Veterinary sciences have special significance. They address: health and diseases of farm animals, companion animals, non-domesticated and wild animals, protection of public health (by sanitary inspection of the production process of foods of animal origin), as well as the protection of the environment by inspection of animal reproduction, protection of endangered species, and sanitary inspection of establishments where animals are reared and bred.

Graduates of the veterinary programme are employed in veterinary clinics, in the pharmaceutical industry, scientific research sector, including human medicine, veterinary inspection establishments, testing, veterinary and medical laboratories, animal rearing and breeding establishments, food industry, so they are employed not only in places related to agricultural production and not only on its first stage – animal production. Present-day progress of companion animals medicine, including pure and applied research, market for veterinary services dedicated to companion animals and growing importance of the veterinary surgeon as a profession for the safety of public health has significantly broadened the scope of veterinary sciences, both in terms of research and teaching on all levels and specialisations.
1.3.1. Sites of the Faculty of Veterinary Medicine

Most facilities of the Faculty of Veterinary Medicine are located on the WULS campus in Nowoursynowska Street and comprise:

- Three buildings at WULS campus with a total area of about 11,900 m²:
  - Two buildings, housing:
    - Department of Morphological Sciences,
    - Department of Physiological Sciences,
    - Department of Food Hygiene and Public Health Protection,
    - Department of Preclinical Sciences,
  - One building, housing the premises of:
    - Department of Small Animal Diseases with Clinic,
    - Department of Pathology and Veterinary Diagnostics,
    - Laboratory of Veterinary Epidemiology and Economics,

These buildings contain the facilities used in the teaching process:

- 6 general University lecture theatres for 100 to 440 people,
- 1 large and 2 small necropsy rooms,
- 2 tutorial rooms for 60 people,
- 8 tutorial rooms for 45 people,
- 4 tutorial rooms for 35 people,
- 1 tutorial room for 20 people,
- 1 anatomy laboratory for about 70 people,
- 1 anatomy laboratory for about 50 people,
- 1 exam room for about 80 people,
- 11 specialised experimental laboratories,

**Department of Small Animal Diseases with Clinic has at its disposal:**

- 14 wards for patient admission (outpatient, for internal medicine consultations), including special facilities:
  - ECG,
  - Cardiology ward,
  - Dentist’s office,
  - Ophthalmic ward,
  - Obstetric ward,
  - Endoscopy room,
  - Oncology ward,
- Imaging laboratory with facilities, including:
  - Digital x-ray,
  - Ultrasound,
  - Computer tomography,
- Surgery unit (with facilities):
  - Operating theatre for soft tissue surgery,
  - Operating theatre for hard tissue surgery,
  - Operating theatre for orthopaedic procedures,
  - Operating theatre for ophthalmic procedures,
  - Operating theatre for obstetric procedures,
  - Anaesthesiology room,
- Small Animals Clinic Hospital with facilities, which includes:
  - Small Animal Infectious Diseases Ward with the isolation unit,
  - Non-Infectious Disease Ward,
  - Kennel: four rooms with individual cages for inpatient animal treatment.

- 1 building with experimental animal ward with the area of about 308 m², situated in the WULS campus.
o 1 building housing a part of the Department of Large Animal Diseases with Clinic, with the area of about 2400 m², situated in Wolica (about 1.7 km from the WULS campus) in a building complex designated for teaching of students of the Faculty of Veterinary Medicine (for large animal diseases, andrology and reproductive biotechnology) as well as animal sciences (for horse breeding, rural tourism and horse riding).

o 1 building with the area of about 200 m² with a roofed place for physical therapy of animals, laboratory and facility for biotechnology classes, and facility for therapeutic and treatment exercises in hippotherapy

Department of Large Animal Diseases with Clinic has at its disposal:

- 3 outpatient facilities for examination and therapy of horses, 1 examination ward for large animals, 1 workstation for experimental and biotechnology surgery,
- 2 operating theatres with facilities, and 4 specialised preparatory rooms for general anaesthesia and animal recovery rooms,
- imaging diagnostics laboratory (x-ray, ultrasound),
- 4 stalls for intensive post-operative care, equipped with a rail transport system,
- set of equipment and instrumentation for exercise breathing tests (including a treadmill),
- station for the collection of semen from stallions, imaging diagnostic lab (ultrasound, endoscopy),
- 4 tutorial rooms for teaching purposes,
- welfare facilities for students,
- 25 stalls for inpatient treatment of horses.

The following are in the process of equipping: nanotechnology and nano-engineering laboratory, reproductive biotechnology lab, operating theatre for experimental surgery treatments and mini invasive surgery, in vivo and in vitro telemetric workstation, artificial sow workstation,

o 1 building used for diagnostic and treatment purposes for farm animals, situated in the Agricultural Experimental Establishment Obory-Wilanów at the premises of Goździe Farm with the area of 245 m². The site also includes an office and teaching building with 2 tutorial rooms, with the area of 120 m². The farm is about 20 km away from the campus. It houses, among others, about 500 livestock animals, including about 300 milking cows.

Since 1 January 2013, the Faculty of Veterinary Medicine has operated within the structure approved by the following resolutions: of the Council of the Faculty of 21 November 2012, and of the WULS Senate no 32-20/2/2013 of 17 December 2012.
1.3.2. Structure of the Faculty of Veterinary Medicine

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Laboratory of Veterinary Epidemiology and Economics; ul. Nowoursynowska 159C, 02-776 Warszawa; tel. +48 22 593 6110, head: Jarosław Kaba, PhD hab., jaroslaw_kaba@sggw.pl
1.3.3. Current figures describing the research and teaching activity of the Faculty of Veterinary Medicine

The Faculty of Veterinary Medicine employs 199.5 FTEs (full-time equivalent) including 20 with the professor title, 19 habilitated doctors (PhD hab.), including 12 on the position of Associate Professor (prof. nadzw.), 65 doctors (PhD, ScD, MD), 46.5 research and engineering workers, and 15 office workers (Table 1, 2 and 3).

Table 1: Number of research and teaching staff in 2009-2012

<table>
<thead>
<tr>
<th>Employment structure at the Faculty of Veterinary Medicine in 2009-2012</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. zw. (full professor)</td>
<td>14</td>
<td>12</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Prof. nadzw. (associate professor) with title</td>
<td>8.5</td>
<td>7.5</td>
<td>8.5</td>
<td>7</td>
</tr>
<tr>
<td>Dr hab. prof. nadzw. (habilitated doctor, associate professor)</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Adiunkt (assistant professor) with &quot;PhD hab.&quot; degree</td>
<td>6</td>
<td>5</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Adiunkt (assistant professor) with &quot;PhD&quot; degree</td>
<td>75</td>
<td>74.5</td>
<td>72</td>
<td>69</td>
</tr>
<tr>
<td>Assistants</td>
<td>9.5</td>
<td>11</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Senior lecturers</td>
<td>7</td>
<td>11</td>
<td>10</td>
<td>7.5</td>
</tr>
<tr>
<td>Total</td>
<td>133</td>
<td>132</td>
<td>136.5</td>
<td>129.5</td>
</tr>
</tbody>
</table>

Table 2. Number of non-teacher employees of the Faculty of Veterinary Medicine in 2009-2012.

<table>
<thead>
<tr>
<th>Employment structure at the Faculty of Veterinary Medicine in 2009-2012</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research technical staff</td>
<td>17.5</td>
<td>16.5</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Engineering technical staff</td>
<td>36.5</td>
<td>31</td>
<td>33</td>
<td>32.5</td>
</tr>
<tr>
<td>Office staff</td>
<td>14.5</td>
<td>16</td>
<td>16.5</td>
<td>15.5</td>
</tr>
<tr>
<td>Others</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>76.5</td>
<td>70.5</td>
<td>69.5</td>
<td>70</td>
</tr>
</tbody>
</table>
Table 3. Academic degrees and positions received by research and teaching staff in 2009-2012.

**Academic/professional promotions**

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of promoted doctors (Dr)</td>
<td>16</td>
<td>10</td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td>Number of habilitations (PhD hab.) granted</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Number of Full Professor titles granted</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>19</td>
<td>12</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Number of staff employed on the &quot;prof. zw.&quot; (full professor) position</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Number of staff employed on the &quot;prof. nadzw.&quot; (associate professor) position</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

The Faculty staff have carried out research funded from the grants of the Ministry of Science and Higher Education (MNiSzW), National Science Centre (NCN), the EU and other international institutions and business enterprises (Table 4). In 2012, 13 new grant were received.

Table 4. Grants received in recent years by the staff of the Faculty of Veterinary Medicine

**Grants in 2009-2012**

<table>
<thead>
<tr>
<th>Grant</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Science and Higher Education</td>
<td>10</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCN</td>
<td></td>
<td></td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>EU</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td>International</td>
<td></td>
<td></td>
<td>1 (USDA)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td>24</td>
<td>14</td>
<td>13</td>
</tr>
</tbody>
</table>

* co-financed by the European Regional Development Fund

In 2012, the staff of the Faculty of Veterinary Medicine published 629 papers, including 102 articles in periodicals distinguished by JCR, 134 in periodicals on the list of the Ministry of Science and Higher Education, and others (Table 5)
Table 5. Number of papers and categories of periodicals in which the staff of the Faculty of Veterinary Medicine published their research results.

<table>
<thead>
<tr>
<th>Category</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1856)</td>
<td>(1806)</td>
<td>(2440)</td>
<td></td>
</tr>
<tr>
<td>In a periodical distinguished by JCR</td>
<td>81</td>
<td>82</td>
<td>107</td>
<td>102</td>
</tr>
<tr>
<td>Polish or foreign on the MNiSzW list</td>
<td>54</td>
<td>158</td>
<td>170</td>
<td>134</td>
</tr>
<tr>
<td></td>
<td>(220)</td>
<td>(836)</td>
<td></td>
<td>(559)</td>
</tr>
<tr>
<td>Monographs, academic textbooks</td>
<td>4</td>
<td>9</td>
<td>23</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>(60)</td>
<td>(120)</td>
<td></td>
<td>(30)</td>
</tr>
<tr>
<td>Chapters in monographs</td>
<td>72</td>
<td>70</td>
<td>76</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>(272)</td>
<td>(310)</td>
<td></td>
<td>(180)</td>
</tr>
<tr>
<td>Popular-science articles</td>
<td>376</td>
<td></td>
<td>292</td>
<td>336</td>
</tr>
<tr>
<td>Total</td>
<td>787</td>
<td>559</td>
<td>668</td>
<td>629</td>
</tr>
<tr>
<td></td>
<td>(2406)</td>
<td>(3072)</td>
<td></td>
<td>(3009)</td>
</tr>
</tbody>
</table>

The faculty operates long-cycle studies for the veterinary profession, including, since academic year 2007/2008, a programme delivered in English for international students (Table 6), 3 doctoral programmes, 5 postgraduate specialisation programmes, and 2 postgraduate development programmes.

Table 6. Number of students, including international ones, at the veterinary programme

**Teaching in the veterinary programme in 2009-2012**

<table>
<thead>
<tr>
<th>Year</th>
<th>Full-time programme</th>
<th>Part-time programme</th>
<th>Programme for international students in English</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full-time</td>
<td>Erasmus</td>
</tr>
<tr>
<td>2009</td>
<td>942 (8*)</td>
<td>198</td>
<td>59 (33**)</td>
<td>7</td>
</tr>
<tr>
<td>2010</td>
<td>932 (4*)</td>
<td>188</td>
<td>102 (44**)</td>
<td>6</td>
</tr>
<tr>
<td>2011</td>
<td>892 (7*)</td>
<td>189</td>
<td>120 (43**)</td>
<td>7</td>
</tr>
<tr>
<td>2012</td>
<td>752 (11*)</td>
<td>250</td>
<td>180 (60**)</td>
<td>3</td>
</tr>
</tbody>
</table>
Table 7. Number of doctoral students learning and doing research at the Faculty of Veterinary Medicine.

**Doctoral studies implemented in 2009-2012**

<table>
<thead>
<tr>
<th>Name of study</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolled</td>
<td>Dissertation projects started</td>
<td>Enrolled</td>
<td>Dissertation projects started</td>
</tr>
<tr>
<td>Biological basis for animal growth control</td>
<td>4</td>
<td>4</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Clinical veterinary sciences</td>
<td>6</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Pre-clinical veterinary sciences</td>
<td>5</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>9</td>
<td>15</td>
<td>5</td>
</tr>
</tbody>
</table>

Table 8. List of postgraduate and specialisation programmes at the Faculty of Veterinary Medicine

**Postgraduate studies implemented in 2009-2012**

<table>
<thead>
<tr>
<th>Name</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dog and cat diseases*</td>
<td>73</td>
<td>73</td>
<td>113</td>
<td>115</td>
</tr>
<tr>
<td>Veterinary epidemiology and administration*</td>
<td>41</td>
<td>41</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>Hygiene of the slaughter animals and of food of animal origin*</td>
<td>90</td>
<td>46</td>
<td>96</td>
<td>50</td>
</tr>
<tr>
<td>Public health protection</td>
<td>52</td>
<td>49</td>
<td>72</td>
<td>77</td>
</tr>
<tr>
<td>Veterinary laboratory diagnostics*</td>
<td>23</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinary x-ray imaging*</td>
<td>41</td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diseases of non-domesticated animals</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>256</td>
<td>209</td>
<td>390</td>
<td>400</td>
</tr>
</tbody>
</table>

(* Specialisation programmes)
The Faculty of Veterinary Medicine is also involved in teaching students of other fields of study at the WULS, participates in student exchanges as part of the Erasmus programme, holds scientific conferences for Polish and international participants, provides headquarters for many scientific societies, such as the Polish Society of Veterinary Sciences, Polish Hippiatric Association, takes part in publishing scientific periodicals (Życie Weterynaryjne) and provides services to Polish authorities and local communities.

The Faculty's development plans include priority tasks, such as: continuous progress of scientific research, upgrade of research facilities, providing laboratories and clinics with the necessary equipment, expansion of research to include under-researched areas of veterinary sciences, such as veterinary neurology, animal psychology, consumer food safety, etc., as well as adaptation of research topics to Poland’s economic requirements. Expansion of scientific research cooperation within the EU and application for European grants. Care for the development of young academic staff and improvement and adaptation of teaching methods to the current requirements of the labour market.

1.4. Authority to grant academic degrees

The WULS Faculty of Veterinary Medicine has the authority to grant academic degrees of doktor (PhD) and doktor habilitowany (PhD hab.) of veterinary sciences.

1.5. Library

Students of the Faculty of Veterinary Medicine can use the Central Library of the WULS, as well as the Faculty Library situated in the ground floor of building 24. The Central Library is one of the biggest agricultural libraries in Poland. Its collections have been gathered since 1918, and in the years following World War II, they have been focused on the academic disciplines represented by the University. Currently, the Central Library holds more than 500,000 volumes – books, periodicals and special collections (doctoral dissertations, master’s theses, cartographic collections, standards, microfiches).

A large part of the collections – about 40,000 books and current annual volumes of periodicals are freely available.

The library is computerised, with 115 workstations in the local computer network. Readers have at their disposal 55 workstations to search the computer catalogues, international and Polish literature databases on biological, agricultural, food sciences, biotechnology, ecology etc., and the search of Internet resources.

Reading rooms, information desks, the catalogue room, textbooks lending facility are equipped with state-of-the-art computer and photocopying equipment to facilitate the use of libraries collections and literature databases.

The library has established inter-library exchange with many foreign and domestic institutions, providing them with the materials published by the University, mainly "Annals of Warsaw Agricultural University", habilitation dissertations and "Acta Scientiarum Polonorum", receiving in exchange published materials from other institutions.

The Faculty Library holds about 7000 volumes, including: 2665 titles of books and textbooks, 2207 volumes of scientific periodicals, and 832 special volumes. The book resources are continuously reviewed, evaluated and expanded, in particular with current and recommended academic textbooks in English. The library has Internet connection and is equipped with 11 computer workstations and 2 photocopying stations.

1.6. Student affairs

The authorities of the Faculty of Veterinary Medicine attaches the highest importance to cooperation with Students’ Government and other student organisations and associations.
They provide financial and administrative support to student cultural, social, sporting and scientific activities, and create favourable conditions for pursuing and developing these activities.

1.7. Student organisations and clubs

The Students’ Government of the WULS is the student organisation at the Faculty of Veterinary Medicine that has the greatest influence on the operation of the Faculty and the entire University. Its main objective is to represent student interests on the University forum, in contacts with students’ governments of other universities, and in all matters involving WULS students. Representatives of the WULS Students’ Government participate in the work of the Academic Senate of the Council of the Faculty, and in Senate and Faculty committees.

Veterinary students can associate at the international level by joining the International Veterinary Student Association – IVSA, established by veterinary students in 1951 in Denmark. Currently, IVSA associates veterinary universities and students from all over the world, regardless of race, sex, religion or views. It’s there to help animals and people all over the world by tapping the enthusiasm and dedication of veterinary students. The primary objectives of that organisation are: to enable students to develop their skills by promoting international exchange of knowledge and achievements in the veterinary field, and to improve veterinary teaching standards all over the world. IVSA is a non-political and non-profit organisation sustained by membership fees and sponsor aid.

The official language of the IVSA is English. Other student organisations that operate on the Faculty include, among others:

- WULS University Business Incubator
- WULS University Tourist Club
- WULS Soli Deo University Roman Catholic Association
- Academic Sporting Teams (AZS) of the Warsaw University of Life Sciences
- ERASMUS STUDENT NETWORK SGGW
- WULS University Choir
- IAAS-Poland – International Association of Agricultural Students
- IVSA – International Veterinary Student Association
- “Kardan” Club of Automotive Enthusiasts
- Zofia Solarzowa “Promni” Rural Artistic Band
- University Council of the Rural Youth Association at the WULS
- University Council of the Polish Students’ Association
- Student Climbing Club
- “Aktywni” Student Volunteers
- “Czwórka” Student Tourist Club

1.8. Student Research Groups

The Veterinary Medicine Student Research Group (established in 1927) is active at the Faculty of Veterinary Medicine. Members of the Research Group have had many achievements and have been granted many prestigious awards and distinctions for their research presented on student and general conferences in Poland and abroad. Many doctoral students and future staff of the Faculty (as well as other faculties of the University) recruit from this research group. Currently, the Veterinary Medicine Student Research Group is mentored by Anna Cywińska, PhD.
2. FACULTY TEACHING QUALITY ASSURANCE AND IMPROVEMENT SYSTEM

2.1 Introduction

The Faculty Teaching Quality Assurance and Improvement System described in this document addresses the planning, organisation, monitoring, supervising, inspecting and improvement of teaching on long-cycle studies, doctoral (PhD) studies and postgraduate programmes offered by the Faculty of Veterinary Medicine, Warsaw University of Life Sciences.

The system complies with the mission and teaching quality policy at the WULS. The following have been taken into account when establishing the system:

- WULS Internal Teaching Quality Assurance and Improvement System
- 2020 WULS Strategy
- 2020 Faculty of Veterinary Medicine Strategy

The legal basis for the System is provided by:

3. Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the teaching standards for veterinary and architecture study programmes (Dz. U. No 207, item 1233),
4. Ordinance of the Minister of Science and Higher Education of 2 November 2011 on the National Qualification Framework (Dz.U. 2011 No 253, item 1520),
5. Act on the veterinary profession and medical and veterinary chambers of 21 December 1990, as amended (Dz.U. 1991 No 8 item 27),
6. Ordinance of the Minister of Agriculture and Food Economy of 26 November 1994, as amended, laying down the procedure and detailed rules for awarding the title of specialist to veterinary surgeons (Dz.U. 131, item 667),
7. Act of 11 March 2004 on animal health protection and control of infectious animal diseases, as amended (Dz.U. 2004 No 69 item 625),
9. Veterinary Inspection Act of 29 January 2004 (Dz.U. 112, item 744),
11. Standards and guidelines on teaching quality assurance in the European Higher Education Area developed by the European Association for Quality Assurance in Higher Education (ENQA),
12. Mission Statement and Strategy of the Warsaw University of Life Sciences,
13. Statute of the Warsaw University of Life Sciences,
14. Study Regulations of the Warsaw University of Life Sciences,
15. Doctoral Study Regulations of the Warsaw University of Life Sciences,
16. Postgraduate Study Regulations at the Faculty of Veterinary Medicine, WULS
17. WULS Internal Teaching Quality Assurance and Improvement System,
18. Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the requirements for programme assessment and institutional assessment (Dz.U. No 207, item 1232),
19. Ordinance of the Minister of Science and Higher Education of 5 October 2011 laying down the requirements for the organisation of studies at a specific field and level of
study (Dz.U. No 243, item 1445),
20. Resolution no 961/2011 of the Presidium of the Polish Accreditation Committee of 24 November 2011 laying down the rules for inspection during programme assessment,

2.2. Objectives

The strategic objective of the Faculty Teaching Quality Assurance and Improvement System is to achieve top quality of teaching to ensure that graduates receive reliable and up-to-date knowledge on veterinary sciences, skills and competences of a veterinary surgeon, as well as skills and competences to ensure competitiveness in the labour market by:

- continuous stimulation of teaching quality improvement by disseminating innovative teaching methods applied by the teaching staff, as well as by identifying any shortcomings, and implementing corrective action,
- monitoring of the teaching process in order to continuously improve its quality, in accordance with the Mission Statement and Strategy of the Warsaw University of Life Sciences and its Faculty of Veterinary Medicine,
- incorporation of recent scientific achievements into curricula,
- keeping the Faculty competitive in comparison to higher education institutions in Poland and internationally.

2.3. Model, structure and location of the Faculty Teaching Quality Assurance and Improvement System

![Diagram of the Faculty Teaching Quality Assurance and Improvement System](image-url)
2.4. Functions and tasks

The primary function and task of the FTQAIS at the Faculty of Veterinary Medicine is to conduct an adequate teaching quality assurance policy, and, in particular:

1) Organisation of the teaching process,
2) Continuous monitoring of curricula in terms of compliance with the applicable regulations, in particular those dedicated to the veterinary programme,
3) Improvement of the teaching process,
4) Periodical review of curricula in terms of improvement of learning outcomes and correctness of syllabi content,
5) Definition of student evaluation process,
6) Improvement of the quality of and conditions in which instruction is delivered,
7) Distribution of responsibilities for teaching quality assurance among the authorities of the Faculty, people responsible for particular modules and other teaching staff,
8) Information about the effectiveness of the teaching quality improvement measures.

2.5. Implementing procedures

The System is implemented through the “Faculty of Veterinary Medicine Teaching Quality Procedure”.

1) Internal tools:
   a) Questionnaires,
   b) Visitations,
   c) Corrective and preventive actions,
   d) Examination of applications, requests and complaints,
   e) Graduate satisfaction surveys,
   f) System review,
   g) Consultation with external stakeholders.

2) External tools:
   a) Evaluation,
   b) Accreditations.

3) The objectives will be pursued by implementing quality management according to the Deming cycle (P_D_C_A) by:

   1. Defining a transparent distribution of responsibilities for teaching quality management,
   2. Defining clear objectives and plans for teaching quality improvement,
3. Providing career models and standards of action for didactics and teaching quality management,
4. Continuous monitoring of the quality of the teaching process,
5. Regular assessment of the quality of teaching process and its effects,
6. Taking appropriate, systematic improvement measures,
7. Stimulating and rewarding high quality of teaching,
8. Developing teaching delivery competences of academic teachers,
9. Identifying, promoting and disseminating good practices and exchange of experiences for didactics and teaching quality management,
10. Publishing information on the quality of teaching process and learning outcomes,
11. Developing cooperation for teaching quality management with the University’s stakeholders and partners in Poland and abroad.

2.6. Monitoring and management of risk, conflicts and incidents

- The system is monitored in accordance with the Quality Timetable developed each year by the Teaching Quality Officer. The timetable is approved by the Dean and thereafter by appropriate resolution of the Faculty Council.
- Vice-Dean for Teaching, Vice-Dean for International Studies, in consultation with the Teaching Quality Officer prepare, every academic year, risk analysis for the teaching quality process. After being reviewed by the Didactics and Teaching Quality Committee, they submit it to the Dean, and the Dean informs the Faculty Council.
- Any conflicts and incidents are resolved by the Dean, who may delegate his authorities in this regard to other individuals.

2.7. Methods of analysis, assessment and improvement

The system is assessed, analysed and improved through periodical reviews conducted by the Teaching Quality Officer. Having consulted the Didactics and Teaching Quality Committee, the Officer submits a review report to the Faculty Council, every academic year.

2.8. Documentation

Documentation regarding the system is retained by the Teaching Quality Officer for 5 years

2.9. Scope of and regulations for the activity of faculty committees

Faculty Committee Activity Regulations

1. A committee shall be established by the Dean upon consultation with the Faculty Council.
2. The Committee’s work is managed by its Chairperson.
3. An elected member of the Committee holds the Secretary function.
4. A committee shall have 5 to 15 members.
5. To streamline the work, Subcommittees or working group may be established to deal with detailed topics outside of committee meetings.
6. The committee shall meet at least once in a semester.
7. The committee meetings are convened by the Chairperson.
8. Committee members shall have the right to request that a meeting be called.
9. Committee meetings are managed by the Chairperson or – if he or she is absent – a designated member of the committee.
10. Committee meetings are closed to the public and minutes thereof are taken.
11. Representatives of the authorities of the University, Faculty, Students, Senate and other individuals may be invited to attend committee meetings.
12. The secretary shall prepare the minutes of the meeting, to be approved by the chair of the meeting. The committee meeting minutes are delivered to the Authorities of the
Faculty.
13. The committee shall take decisions by simple majority of votes with at least a half of members present. In the event of a tie, the chair of the meeting shall have the casting vote.
14. At the end of the academic year, the committee shall prepare a report to be submitted to the Dean.

o Scope of activity of the Faculty Didactics and Teaching Quality Committee
The Faculty Didactics and Teaching Quality Committee is an advisory and consultative body established to coordinate pro-quality measures, including the internal teaching quality assurance system. It is an independent body with the right to freely formulate any opinions on the teaching process. Its independence and advisory nature enable it to work efficiently, and its findings and materials delivered to faculty authorities will contribute to the improvement of the teaching process.

Primary tasks of the committee include the following:
- Coordinating teaching quality assurance policy and procedures
- Establishing and improving procedures for European standards on internal teaching quality assurance systems in higher education institutions;
- Supervising proper teaching process, including by teacher visitation;
- Monitoring and carrying out of periodical reviews of curricula and their effects;
- Monitoring the criteria, procedures and results of student assessment of modules;
- Verifying the staffing of modules and teaching burden imposed on academic teachers;
- Recommending new forms and fields of study;
- Stimulating new measures to improve teaching quality.
- Reviewing matters related to the teaching process on the Veterinary Medicine programme (full-time, part-time), and international studies in English;
- Developing a programme for internationalisation and flexibility of teaching;
- Conducting reviews and assessments of the teaching process at other programmes at the University, in which the Faculty staff are involved;
- Promoting initiatives for internationalisation and flexibility of teaching;
- Preparing proposals for promoting the Faculty on the “WULS Days” event.
- Proposing teachers for awards for their teaching activity, as well as students for their learning progress;
- Assessing welfare conditions of the students of the Faculty of Veterinary Medicine;
- Assessing and developing a plan for development of continuing learning on the Faculty;
- Submitting their own requests and reviews on matters related to teaching;
- Promoting the Faculty through teaching offering and participation of students in any celebrations, outdoor events etc. held at the WULS and beyond;

o Scope of activity of the Faculty Research and International Cooperation Committee
The committee is an advisory and consultative body established to coordinate measures aimed at developing science and research cooperation under national and international projects. It is an independent body with the right to freely formulate any opinions on the quality of research carried out at the Faculty, its development prospects, and teaching of young staff. Its independence and advisory nature enable it to work efficiently, and its findings and materials delivered to Faculty Authorities will contribute to the improvement of the Establishment’s research activity.

Primary tasks of the committee include the following:
- Assessing the quality of research carried out at the Faculty;
- Assessing international cooperation in scientific research;
- Preparing reports on the current status and development paths of research in the near
future;
• Reviewing scientific research reports;
• Reviewing proposals for awards for the staff for their research activity;
• Reviewing and developing strategies for the development of doctoral studies;
• Assessing the achievement and results of doctoral students applying for awards for their scientific outcomes;
• Assessing the operation of the Veterinary Medicine Students’ Research Group;
• Developing proposals for actions to promote the Faculty during events held at the WULS and beyond;
• Assessing and proposing plans for the development and dissemination of knowledge and international cooperation;
• Submitting their own requests and reviews on matters related to research activity;
• Completing questionnaires and providing information on the Faculty’s activity as part of the process of ranking of research establishments.

○ **Scope of activity of the Faculty’s Financial, Economic and Staff Development Committee**

The committee is an advisory and consultative body established to coordinate measures aimed at securing the funding and efficient administration of the establishment. It is an independent body with the right to freely formulate any opinions on the prospects and development of the Faculty. The studies and materials delivered to Faculty Authorities will contribute to efficient administration of the establishment.

Primary tasks of the committee include the following:

• Preparing the rules of distribution of the subsidies received by the Faculty and reviewing financial plans [plansy rzeczowo-finansowe];
• Reviewing reports of the implementation of financial plans;
• Reviewing plans for renovation and capital projects, and reviewing reports of their implementation;
• Reviewing and submitting proposals for national and ministerial decorations, as well as for the “Zasłużony dla SGGW” Badge;
• Assessment of the current status of the Faculty’s staff other than academic teachers;
• Assessment of welfare conditions of workers and OSH conditions;
• Submit their own requests and opinions on financial, economic and HR matters.
Consultative Committee of the Faculty Teaching Quality Assurance and Improvement System for the 2012-2016 Term

I. Chairperson
   1. Vice-Dean for Teaching – Marcin Bańbura, PhD hab., WULS Associate Professor

II. Deputy Chairperson,
   2. Dean’s Officer for Teaching Quality – Marta Kupczyńska, PhD hab. WULS Associate Professor,

III. Members
   III.A Vice-Dean for International Studies
   3. Prof. Roman Zabielski, PhD hab.

   III.B. Heads of Department
   4. Prof. Tomasz Motyl, PhD hab. Head of the Department of Physiological Sciences
   5. Prof. Piotr Szeleszczuk, PhD hab., Head of Department of Pathology and Veterinary Diagnostics
   6. Prof. Roman Lechowski, PhD hab. Head of Department of Small Animal Diseases with Clinic
   7. Prof. Zdzisław Gajewski, PhD hab., Head of Department of Large Animal Diseases with Clinic
   8. Jarosław Kaba, PhD hab., Head of Laboratory of Veterinary Epidemiology and Economics

   III.C. Representatives of the veterinary surgeons government
   9. Jacek Łukaszewicz, DVM – President of the Polish National Veterinary Chamber
   10. Krzysztof Anusz, PhD hab., WULS Associate Professor – President of the Warsaw Regional Veterinary Chamber

   III.D. Representatives of national authorities
   11. Jan Prandota, PhD – Head of the Food Safety and Veterinary Department, Ministry of Agriculture and Rural Development

   III.E. Representatives of Employers
   12. Andrzej Kruszewicz, PhD – Head of the Warsaw ZOO
   14. Marian Pankowski, MScEng – President of Przedsiębiorstwo Rolniczo-Hodowlane Gałopol Sp. z O.O., Galow,

   IV F. Representatives of Medicus Veterinarius and Veterinary Inspection
   15. Stanisław Bednarski, DVM – large animals,
   16. Jacek Garncarz, DVM – small animals,
   17. Antoni Gibowicz, PhD – Officer of the Management Board of “Sokołów S.A” for Quality Management
   18. Paweł Kowalczyk, DVM – small animals,
   19. Tomasz Kruszyński, PhD – poultry
   20. Robert Popławski, DVM – large animals
   21. Marek Wysocki, DVM – large animals

   III.G. Students’ representatives
   22. Anna Iwankowska – Chairperson of the Veterinary Students Government
Scope of activity of Consultative Committee of the Faculty Teaching Quality Assurance and Improvement System

The Consultative Committee of the Faculty Teaching Quality Assurance and Improvement System represents various stakeholders and is an advisory and consultative body established to consult the assumptions and implementation of the Faculty Teaching Quality Assurance and Improvement System.

Primary tasks of the committee include the following:

- Presenting expectations of various stakeholders towards the University and graduates,
- Cooperating with the Faculty Authorities and academic teachers for the development and enhancement of instruction quality,
- Consulting the curricula, and recommending new teaching forms,
- Providing periodical assessment of the operation of the Faculty Teaching Quality Assurance and Improvement System.
Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS
of 2 November 2012

establishing Dean’s Officers and the Mentor of the Veterinary Medicine Student
Research Group for the 2012-2016 term.

§1.
The following Dean’s Officers and the Mentor of the Veterinary Medicine Student Research
Group at the Faculty of Veterinary Medicine, WULS are hereby established. Detailed scope
of responsibilities and authorities is presented in Schedules hereto

1. Dean’s Officer for Cooperation with the Business – Prof. Bogdan Dębski, PhD hab.
   (Schedule 1),
2. Dean’s Officer for International Research Projects – Prof. Mikołaj Gralak, PhD hab.
   (Schedule 2),
3. Dean’s Officer for Teaching Quality – Marta Kupczyńska, PhD hab., WULS Associate
   Professor (Schedule 3),
4. Dean’s Officer for the Monitoring of Professional Careers of Graduates – Anna Cywińska,
   PhD (Schedule 4),
5. Dean’s Officer for Students with Disabilities – Jacek Krzemiński, PhD (Schedule 5)
6. Dean’s Officer for the Erasmus Programme – Maciej Klockiewicz, PhD (Schedule 6),
7. Dean’s Officer for the Planning of Modules, Traineeship, Scholarships and Bursaries –
   Jacek Krzemiński, PhD (Schedule 7),
8. Dean’s Officer for Student Training – Jerzy Ziółkowski, PhD (Schedule 8),
9. Dean’s Officer for Information Policy – Borys Błaszczak, PhD (Schedule 9),
10. Mentor of the Veterinary Medicine Student Research Group – Anna Cywińska, PhD
    (Schedule 10),

§2.
The officers hold advisory functions and report to the Dean.

§3.
This Order enters into force upon signature.

Warsaw, on 2 November 2012
Schedule 1 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean’s Officer for Cooperation with the Business

The primary task of the Dean’s Officer for Cooperation with the Business is to launch initiatives for the transfer of knowledge to the business and commercialisation of the outcomes of research and development.

Detailed tasks include:

- Cooperating with the WULS Rector’s Officer for Cooperation with the Business,
- Cooperating with research and teaching staff of the Faculty who conduct research of high significance to the economy,
- Disseminating research achievements of the Faculty staff among national and international businesses,
- Initiating and developing relations between the Faculty staff and businesses,
- Endorsing initiatives for practical implementation of R&D projects and dissemination of knowledge.

Schedule 2 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean’s Officer for International Research Projects

The main task of the Dean’s Officer for International Research Projects is to initiate measures for increasing cooperation between the Faculty’s staff and foreign R&D establishments.

Detailed tasks include:

- Supporting the authorities in developing, intensifying and enhancing scientific quality of international cooperation,
- Cooperating with the WULS Rector’s Officer for International Research Projects and providing the Faculty’s authorities and staff with current information,
- Cooperating with research and teaching staff of the Faculty who conduct research involving international partners,
- Monitoring information on EU projects, informing about opportunities for the Faculty staff to participate in such projects.

Schedule 3 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean’s Officer for Teaching Quality

The primary task of the Dean’s Officer for Teaching Quality is to initiate and coordinate measures to improve teaching on the Faculty of Veterinary Medicine, and to draft regulations on teaching quality assurance.

Detailed tasks include:

- Initiating and coordinating teaching quality promotion measures at the Faculty of Veterinary Medicine, WULS, in consultation with Vice-Dean for Teaching,
- Organising training activity related to the improvement of teaching quality, and disseminate good practices in this regard,
- Cooperating with the WULS Rector’s Officer for Teaching Quality
- Initiating, organising and carrying out assessments of the effectiveness of operation of the internal teaching quality improvement system at the Faculty of Veterinary
Medicine,
- Developing and managing the teaching quality research, analysis and evaluation system,
- Initiating measures for the development of evaluation culture and improvement of teaching quality,
- Monitoring the functionality and usefulness of the teaching quality systems in place,
- Cooperating with representatives of primary organisational units of the Faculty of Veterinary Medicine in initiating and coordinating quality promotion measures.

Schedule 4 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean’s Officer for the Monitoring of Graduate Professional Careers

The primary task of the Dean's Officer for the Monitoring of Graduate Professional Careers is to monitor and document the carriers of the graduates of the Faculty of Veterinary Medicine, WULS.

Detailed tasks include:
- Preparing and agreeing with the Vice-Dean for Teaching a “Framework programme for the monitoring of graduate professional careers”,
- Holding briefings to inform students of the last year of studies on the legal requirement to monitor the professional careers of graduates,
- Keeping in touch with graduates and collecting information about their employment, preparedness for professional work, paths of further development, type of work they carry out, as well as on the assessment of the curriculum.

Schedule 5 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean’s Officer for Students with Disabilities

The primary task of the Dean's Officer for students with disabilities is to take up measures to facilitate the studying process and living of students at the WULS campus and beyond, and to promote sympathetic attitudes to people with disabilities.

Detailed tasks include:
- Establishing measures for the integration of students with disabilities,
- Informing students with disabilities about current matters, including scholarships and bursaries, etc.
- Cooperating with the Rector’s Officer for People with Disabilities as well as with Officers for Students with Disabilities from other higher education institutions in order to exchange experiences and conduct joint action,
- Cooperating with government agencies, including Government’s Officer for People with Disabilities, Commissioner for Human Rights, PFRON (National Fund for Rehabilitation of People with Disabilities) and local governments, including Department for People with Disabilities, Marshal's Office of the Mazowieckie Province,
- Taking up measures for the removal of barriers preventing people with disabilities from participating in the activities of the academic community,
- Providing assistance to the staff delivering modules attended by students with disabilities,
- Reviewing applications addressed to the University authorities concerning people with disabilities.
Schedule 6 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean's Officer for the Erasmus Programme

The primary task of the Dean's Officer for the Erasmus Programme is to organise the arrivals of Erasmus students and dispatch of students of the Faculty of Veterinary Medicine, WULS, and to supervise the curricula carried out as part of the exchange.

Detailed tasks include:

- Providing the students and staff with information on the student exchange under the Erasmus programme, including by posting current news on the website of the Faculty of Veterinary Medicine,
- Preparing and verifying documents of the arriving and leaving students,
- Assisting foreign students participating in the student exchange programme, and ensure that curriculum implemented complies with the curriculum on the Veterinary Medicine programme,
- Cooperating with the University administration services,
- Verifying the Transcript of Records (ToR),
- Applying to the Dean for Teaching for semestral promotion of students

Schedule 7 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean's Officer for the Planning of Modules, Traineeship, Scholarships and Bursaries

The primary task of the Dean's Officer for the Planning of Modules, Traineeship, Scholarships and Bursaries is to coordinate the plan of modules at the Faculty, traineeship, to supervise their progress, and to handle all matters related to scholarships and bursaries.

Detailed tasks include:

- In consultation with Vice-Dean for Teaching, setting up a study plan in accordance with the rules laid down by the Faculty Council and WULS Senate,
- Coordinating the utilisation of lecture theatres, tutorial rooms and laboratories,
- Informing the staff and students about all changes related to the study plan, time and place of modules,
- Holding and coordinating summer practical training for students and cooperate in this regard with the veterinary surgeons government, heads of clinics, and representatives of other agencies accepting students for traineeship,
- Supervising the progress of traineeship and implementation of the curricula,
- Handling the matters of financial aid while complying with confidentiality of data, accepting and verifying documents, and putting documents in the archive,
- Taking minutes of the meetings of the Council of the Faculty of Veterinary Medicine,
- Ensuring that the information posted on the website of the Faculty of Veterinary Medicine is up to date.
- Audio and video recording of the activity and events of the Faculty

Schedule 8 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean's Officer for Student Training

The primary task of the Dean's Officer for Student Training is to organise summer practical training for veterinary students at husbandry farms, supervision of their progress, and
assessment of the usefulness of the skills they acquire for the future work as veterinary surgeons.

Detailed tasks include:

- Preparing and agreeing with the Vice-Dean for Teaching a “Framework programme for student training” for veterinary students,
- Holding meetings with the students who are due to undertake student training in the respective academic year,
- Informing the Dean’s Office about the hours of consultations related to carrying out the duties of the Officer for Practical Training,
- Keeping a catalogue of employers with address information and information about the nature of cooperation undertaken so far,
- Searching for businesses and agencies appropriate for accepting veterinary students and willing to sign contracts of cooperation in this regard,
- Accepting and assessing the compliance of the contracts delivered by students with the “Framework programme of students training”,
- Inspecting the progress of students training and its compliance with the framework programme, and giving credits to students for practical training.

Schedule 9 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Dean’s Officer for Information Policy

The primary task of the Dean's officer for website management is the overall care for proper operation of the website in terms of content, including care for its reliability, up-to-dateness, transparency, relevance and attractiveness.

Detailed tasks include:

- Coordinating and supervising the work of people responsible for posting and updating content, communications and events concerning the Faculty as well as its constitutive parts (dean’s offices, departments, laboratories, etc.).
- Special supervision of the editing and updates of the Faculty’s crucial permanent content, and the internal links between different parts of the website (e.g. hyperlinks).
- Taking care of the optimisation and further development of the website, including submitting and implementing any ideas on its layout, look, function and content – in consultation with the Faculty Authorities.
- Cooperating on an ongoing basis with other Dean's Offices regarding the use of the website to promote the Faculty and optimisation of the existing content and function of the website.

Schedule 10 to Order 2 of the Dean of the Faculty of Veterinary Medicine, WULS of 2 November 2012

Detailed scope of responsibilities and authorities of the Mentor of the Veterinary Medicine Student Research Group.

The main responsibility of the Mentor of the Veterinary Medicine Student Research Group is to develop and to disseminate the idea of scientific method among students and involve academic teachers to achieve this objective.

Detailed tasks include:

- Stimulating research passions in students and providing assistance in finding appropriate scientific caretakers to ensure that research can be completed,
- Assisting in holding seminars, national and international conferences involving student researchers,
• Providing information on opportunities for students to apply for research funding, and on the applicable accounting rules,
• Reviewing the achievement of young research workers associated with the Veterinary Medicine Student Research Group,
• Suggesting outstanding researchers and research topics for presentation during the Faculty Reporting Session.
3. 2012-2020 FACULTY STRATEGY

Edited by:
Prof. Marian Binek, PhD hab.

Modelled on:
T. Borecki, M. Pietrzak (ed.). 2020 Strategy of the Warsaw University of Life Sciences

Consulted with: Faculty’s Financial Committee
  chaired by
  Prof. Marian Binek, PhD hab.

Faculty Didactics and Teaching Quality Committee
  chaired by
  Marcin Bańbura, PhD hab., WULS Associate Professor
  and
  Prof. Roman Zabielski, PhD hab.

Faculty Research and International Cooperation Committee
  chaired by
  Prof. Tomasz Motyl, PhD hab.

Dean’s Officer for Teaching Quality
  Marta Kuptczyńska, PhD hab., WULS Associate Professor

for:
  Teaching
  Research
  Cooperation and internationalisation
  Transfer of Knowledge to the Economy
  Finance and Administration
3.1. Foreword

Ladies and Gentlemen,

In 2010, the WULS Senate adopted a resolution approving the 2011-2020 Strategy of the Warsaw University of Life Sciences. After 2.5 years of that important event, the document was updated by a team of experienced University workers with deep insight into the operation of the strategy, and then approved by the WULS Senate at its meeting on 24 June 2013. The performance of the updated strategy is a guarantee for continued development of the WULS, including teaching and research, as well as transfer of knowledge to the economy.

The document adopted by the Senate has become the foundation for establishing the development strategy of the Faculty of Veterinary Medicine, WULS.

We believe that the achievement of the goals of the updated Strategy will allow the Faculty of Veterinary Medicine, WULS to meet difficult challenges it is confronted with as a higher education establishment and maintain its high position in the teaching, research and development markets.

Dean

Prof. Marian Binek, PhD hab.
3.2. Mission and values of the Faculty of Veterinary Medicine, WULS

The traditions of the Faculty of Veterinary Medicine, WULS date back to the veterinary school established in 1824 in Burakow near Warsaw. In 1927, the Senate of the University of Warsaw established a self-standing Veterinary Faculty which since 1952 has become part of Warsaw University of Life Sciences. Currently, the Faculty of Veterinary Medicine is located in Ursynow district of Warsaw, at 159 Nowoursynowska St., in Wolica at 100 Nowoursynowska St. and in Obory near Konstancin (livestock farm). The Faculty operates long-cycle studies in Polish and in English lasting 11 semesters, with 5100 hours of courses and practical training. The students acquire knowledge on veterinary sciences in accordance with the requirements laid down in: Act on the Profession of the Veterinary Surgeon and on Veterinary Chambers, Veterinary Inspection Act, Act on Animal Health Protection and Control of Infectious Diseases, Animal Protection Act, Pharmaceutical Law, and Directive of the European Parliament 2005/36/EC.

Our graduates receive a professional title of lekarz weterynarii (equivalent to veterinary surgeon or doctor of veterinary medicine – DVM) which authorises them to work in Poland and other countries of the European Union.

In accordance with the strategy adopted by WULS, people are considered the greatest wealth and therefore the University and its particular faculties, including this Faculty of Veterinary Medicine, care for good interpersonal relations, systematic staff development, and the highest quality of content delivery to students. The academic community is open to teaching and research needs of Warsaw, the Mazowsze Region and entire Poland, as well as other cooperation forms with business environment. In bringing up its students, it aims to open their minds, instil tolerance, patriotism, honesty, scientific integrity and respect for all people.

The mission of the Faculty of Veterinary Medicine is consistent in this respect with the University statement which says:

promote economic and intellectual development of the Polish society, with particular attention to rural areas, food economy, animal health and public health protection, and the overall environment.

Our goal is to conduct top level scientific research and teaching, as well as development activity. Underlying the identity and success of our University are such values as: professionalism, care for quality, diligence and innovation

3.3. Future Vision of the Faculty of Veterinary Medicine, WULS

The future vision shows the overall direction of activity of the Faculty of Veterinary Medicine, Warsaw University of Life Sciences until 2020.

2020 vision of the Faculty of Veterinary Medicine, WULS:

<table>
<thead>
<tr>
<th>Stakeholder perspective</th>
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<tr>
<td></td>
<td>High qualifications of students</td>
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<td>Larger number and higher rank of research projects</td>
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<td></td>
<td>Stronger links to businesses as users of research and advisory services</td>
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</table>
3.4. **SWOT strategic analysis**

**Strengths**
- Developed infrastructure and concentrated premises
- High level of research and extensive teaching experience of academic teachers
- High rank of the Faculty in the academic community, and cooperation with other national and international teaching & research establishments and business establishments
- Stable organisational structure that corresponds to the research conducted and courses delivered
- Broad learning opportunities, including in English

**Weaknesses**
- Low mobility of research staff,
- Low activity in looking for international grants and grants from national business institutions compared to the existing opportunities,
- Low commercialisation of the results of research conducted at the Faculty
- Insufficient influence of employers’ representatives on study programmes

**Opportunities**
- Extensive WULS platform for remote learning,
- Mobility of academic staff as part of national and international placements,
- Broad opportunities for attracting national and foreign funds for research,
- Participation in international research projects,
- Teaching on an international scale

**Threats**
- Deepening population decline adversely affecting the number of potential students
- Lower subsidies from the national budget for the development of the establishment
- Growing competition from other universities with the veterinary programme
- Curriculum not adapted to client's requirements
- Low salaries in higher education
3.5. Assumptions of strategy

In accordance with the strategy adopted by Warsaw University of Life Sciences, the activity of the Faculty of Veterinary Medicine will aim at improving teaching and research, and developing the transfer of knowledge to the economy. Each of these areas involves important challenges imposed by the present-day environment on higher education institutions. The Faculty of Veterinary Medicine attaches great importance to the qualifications of the enrolled students, trying at the same time to increase its own teaching potential. It will aim at meeting the requirements of the modern model of a third-generation university, and teach in accordance with the most recent knowledge while addressing social requirements and expectations. Preparation of graduates to integration with local communities, understanding the needs of their members is particularly relevant for the veterinary profession because animal treatment actually serves people. Veterinary surgeons protect people against zoonoses (70% of infectious diseases are common to animals and humans), ensure food safety and care for the hygiene of processing of foodstuffs of animal origin, etc.

The Faculty of Veterinary Medicine intends to improve its research staff so that to achieve ever higher position in the parametric assessment, carry out research projects, obtain substantial international grants, including those involving higher prestige.

Higher education establishments are under growing pressure from the business, national and local governments to improve creation, transfer and implementation of knowledge. The strategy of the WULS and, consequently, the strategy of the Faculty of Veterinary Medicine assumes development of the processes of knowledge transfer to the economy – to promote this field of the University’s and Faculty’s activity to eventually bring it at par with teaching and research.

The Faculty of Veterinary Medicine intends to achieve the strategy assumptions mentioned above by simultaneous implementation of five strategic goals (Figure 1). Each of them contributes to the implementation of the strategy by its own ways:

- Task 1: Teaching improvement – by strengthening and securing the competitive position of the Faculty of Veterinary Medicine, WULS in the education market;
- Task 2: Development of research – by developing the academic staff, resulting in prestigious projects and significant research outcomes;
- Task 3: Expansion of cooperation and internationalisation – through more intensive inclusion of the University in international circulation of scientific ideas and academic exchanges, thus supporting the improvement of research, as well as through the development of learning opportunities;
- Task 4: Development of knowledge transfer to the economy – by strengthening the links between the Faculty of Veterinary Medicine, WULS and its business environment, and establishing conditions conducive to cooperation between both parties;
- Task 5: Ensuring funding and efficient administration – by meeting long-term economic needs and by support from efficient administrative services that assist the staff in their R&D activities and students in the learning process.

Joint and simultaneous performance of those tasks will allow the Faculty to implement the strategy and achieve the expected success. These tasks remain interlinked and it is not possible to, e.g. teach on a high academic level without carrying out our own research at the same time. Experience in knowledge transfer to the economy also significantly enriches the teaching content by including practical aspects, thus helping our graduates to meet the requirements of the labour market. Strong cooperation with the business environment facilitates planning of attractive research projects. In addition, adequate dissemination of major scientific achievements will contribute to attracting the interest of business entities and public institutions, thus enabling the development of cooperation with social partners.
3.6. Strategic tasks

3.6.1. Task 1: Teaching improvement

The Faculty of Veterinary Medicine shall attach great importance to teaching that is consistent with the most recent achievements of veterinary sciences, labour market expectations and usefulness of the graduates for the economic and intellectual development of our country. To ensure high quality of teaching, the expected learning outcomes should be defined, universally applied and verified, as well as constantly developed. Teaching quality at the University and at the Faculty of Veterinary Medicine applies to all aspects of the teaching process and determines when particular elements of the teaching process meet the requirements of stakeholders. The Faculty of Veterinary Medicine intends to develop the existing quality assurance system to continuously improve curricula. For this purpose, teaching quality will be constantly monitored by teacher visitations and updates of curricula and descriptions of teaching modules, in accordance with legal regulations addressing this process and expectations of the labour market. Changes to the curricula and syllabi in the next teaching cycle should be induced by a drive to meet the requirements of stakeholders.

Active development of teaching quality should be accompanied by the development of learning facilities. In recent years, the WULS and the Faculty of Veterinary Medicine, due to comprehensive capital investment projects, have achieved a satisfactory level of the teaching base, such as new buildings equipped with modern lecture theatres, teaching laboratories and research laboratories. Currently, the development of learning facilities should be based more on “soft” infrastructure in order to efficiently adapt the student teaching process to current requirements. In order to facilitate the access of the staff and students to specialised literature, the Faculty intends to develop and upgrade its library collections – both in the traditional form as well as full-text electronic collections. The Faculty wants to tap the existing computer programmes and communication facilities available at the University both to increase the extent of IT services and to upgrade teaching techniques.
By developing its teaching facilities and enhancing teaching quality through the development of practical learning, introduction of computer techniques and teaching of professional content in English and French, the Faculty of Veterinary Medicine will systematically adapt its learning opportunities to the needs and expectations of the national and Community labour markets. In adapting teaching outcomes to the requirements of the labour market, the Faculty of Veterinary Medicine intends to focus its efforts on involving the external environment, including the veterinary surgeons government, in shaping the curriculum and teaching certain courses. It will be also important to enhance practical courses using IT technology. Courses with the use of computer laboratories will contribute to better computer skills in professional work conducted by the Faculty’s graduates.

Due to ever more competitive educational market, the Faculty of Veterinary Medicine, WULS will pursue systematic action to make its services distinctive and attractive to beneficiaries, through:

- improving professional position in the labour market, by equipping the graduate with the skills that are highly valued by the veterinary surgeons government, businesses, and public or social agencies
- receiving from independent institutions certification of high quality of services, such as accreditation from the Polish Accreditation Committee – PKA or the European Association of Establishments for Veterinary Education (EAEVE).

Providing the students/candidates with attractive value proposition should bring desirable results in the educational market. Currently, the teaching offer of the University and Faculty is increasingly seen as a market service benchmarked to competitors and subject to critical assessment. In such situation, the University and the Faculty of Veterinary Medicine will try to ensure that high satisfaction of students and graduates translates into loyal attitudes towards the WULS and the Faculty of Veterinary Medicine. Loyalty should be understood as the willingness of students to continue their learning at the WULS as part of third-cycle studies and postgraduate studies, as well as dissemination of favourable image of the WULS and the Faculty of Veterinary Medicine among family members and friends. The current number of students of the Faculty of Veterinary Medicine, WULS is considered optimal. Challenges stem from such factors as: unfavourable demographic trends, education funding system, or competition from numerous higher education institutions. These factors contribute to lower qualifications of study candidates. To address these challenges, and at the same time to ensure proper level of utilisation of the teaching potential – the University, including its Faculty of Veterinary Medicine, intend to maintain their current care for proper qualifications of the candidates by attracting skilful students from all over the country.

3.6.2. Task 2: Development of research

Conducting and developing research requires proper potential, the most important element of which are people. The Faculty of Veterinary Medicine aims at systematic development of its research staff and shortening the cycle of subsequent academic promotions, in particular the achievement of the degree of doctor habilitatus [Polish: doktor habilitowany] and the Professor title.

The Faculty of Veterinary Medicine has adopted a staff evaluation system recently updated by WULS. Incentives to more intensive work include, among others: a funding pool for scientific research and scholarships for outstanding PhDs and PhDs habilitated as well as rewarding the staff who effectively implement the assumptions of the strategy of the Faculty of Veterinary Medicine and of the WULS.

Strategy assumptions will be impossible to implement without the acceptance of the academic community of the Faculty of Veterinary Medicine. It is therefore necessary to clearly present the Faculty’s strategic management concept to the staff and students, to justify and explain the directions of change, and to disseminate organisational culture based
on supreme values, such as: professionalism, care for the quality of research and teaching, diligence and, in particular – innovation and openness to change.

Proactive organisational culture focused on change will facilitate the performance of the remaining goals from the “Potential Perspective” category.

Motivated staff members that are aware of strategic goals and strive for rapid academic promotions will publish more in reputed scientific periodicals. The Faculty of Veterinary Medicine will aim at systematic increase of the visibility of research outcomes of its staff in the international arena by more extensive publishing activity in magazines and journals with the Impact Factor (IF) and an increase in the number of references. Increased numbers of references in international literature databases will prove the quality and enhanced visibility of research outcomes in the international arena.

The spheres of scientific research, including the gathering of funds for such research, increasingly resembles a competitive market, hence the Faculty of Veterinary Medicine must make effort to positively distinguish its offering in this regard. A formal confirmation of high quality of research at the Faculty will be the marks it is granted. The Faculty of Veterinary Medicine aspires to achieving the status of a Leading National Research Centre – KNOW. Achieving such status involves not only huge prestige and publicity effect for the Faculty and the entire University, but also provides a major stream of extra funding.

The Faculty of Veterinary Medicine, WULS aspires to being a leading Faculty in Poland in the area of its defined mission statement, which requires intensive research activity of its staff and their care for proper ranking of the research projects they conduct.

3.6.3. Task 3: Development of cooperation and internationalisation

The potential to conduct meaningful research is in large part conditional on the scope and quality of contacts and relationships within the scientific community. That is why the Faculty of Veterinary Medicine makes efforts to develop such contacts and relationships by supporting the holding of and participation in conferences, as well as participating in international research, teaching and administrative networks and organisations. These activities are the manifestation of participation of the Faculty staff in the life of the academic community in Poland and internationally. Special emphasis will be put on participation in international conferences and development of international contacts – both of staff members and doctoral students.

Cooperation and internationalisation will be measured by the number and rank of the awarded international research grants. The performance of such grants requires both research competences as well as skills to manage external funding.

International contacts of the staff and doctoral students will be also important for the development of teaching and will result in increased internationalisation of teaching and mobility of regular and doctoral students. The Faculty of Veterinary Medicine will develop veterinary long-cycle studies for international students, conducted in English, and will strive to teach its students in such a way that the graduates have no problem operating in international environment, are able to achieve professional success in multicultural teams in Poland and internationally. An important part of internationalisation of teaching will be so-called internationalisation “at home” by contact with foreign students and teachers at the University.

3.6.4. Task 4: Development of transfer of knowledge to the economy

In striving for more activity in knowledge transfer to the economy, the Faculty of Veterinary Medicine, in cooperation with other parts of WULS, intends to establish a framework for action in this regard – attractive to all stakeholders, i.e. the University, staff member and business enterprises or other users from the environment of the University. A leading role in this respect is played by a newly established innovation and development unit, i.e. the Centre for Innovation and Technology Transfer (CIiT) which is to ensure a structured process of
practical implementation of innovative solutions so that the development could be properly documented in formal terms in accordance with the parametrisation requirements of research establishments.

It should contribute to more intensive development activity in cooperation with the business. From this point of view, it will be also important – more than before – to boost and promote dissemination activity among academic teachers. The Faculty also intends to, in cooperation with the entire University, to intensify its broadly understood public relations activity – focused on attracting business partners as well as on promoting our intended image amongst stakeholders.

The modern market for applied research and expert and advisory services becomes even more competitive, therefore the Faculty of Veterinary Medicine must make systematic efforts to promote its positive image in business environment. A key to achieving this is to convince business practitioners that the Faculty of Veterinary Medicine is a research centre which is able to offer tangible benefits to them that overweight the cost of investment, i.e. provide value added. An improvement of that image should translate into the number of agreements with economic operators, public agencies and all other institutions.

This should result in the development of knowledge transfer to the economy which should become in the future an area of the University’s activity at par with teaching and research.

3.6.5. Task 5: Provide funding and efficient administration

The fulfilment of the mission of the Faculty of Veterinary Medicine, WULS and implementation of ambitious changes resulting from the assumptions of the vision and strategy requires covering economic needs in a long term, which should be guaranteed by a stable surplus of income over expenses. To meet the Faculty’s economic needs in a long term, two parallel activities are necessary. On the one hand – due to expected changes in funding of the University – the income structure should change. The current structure features insufficient – in light of the potential – share of funds from grants and projects in comparison to the “basic” subsidy from the Ministry of Science and Higher Education. The Faculty of Veterinary Medicine intends to reduce its dependence on this “basic” subsidy by increasing the share of funds from research grants and development projects. On the other hand, to ensure a surplus of income over expenses – the Faculty of Veterinary Medicine wants to continuously look for possible operational savings to improve its cost effectiveness. For these purpose, operating expenses should be systematically controlled and optimised, and effort should be made to productively use the University assets.

An important part of the potential of the Faculty of Veterinary Medicine will be efficient and friendly local administration that facilitates the research and teaching staff and students focusing on their core duties at the highest possible level. The Faculty of Veterinary Medicine will make efforts to simplify and computerise the applicable procedures, and – by supporting the expansion of competences of administration workers – try to develop a client-oriented approach among them – by rewarding proper attitudes and behaviours.

3.7. Strategic objectives and their metrics

Table 1 presents strategic objectives and their metrics, by perspective of the Balance Scorecard (BSC). Detailed description of these metrics is presented in Słownik mierników Strategii WULS do 2020 roku [Dictionary of 2020 WULS Strategy metrics], developed as a separate executive document accompanying the WULS Strategy as part of the work of the Rector’s Development Committee.
<table>
<thead>
<tr>
<th>Perspective</th>
<th>Strategic objectives</th>
<th>Metrics</th>
<th>Task</th>
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<tbody>
<tr>
<td>Stakeholder perspective (I)</td>
<td>I1: Care for the quality of enrolled students</td>
<td>• I1M1: Metric of the number of WULS points scored by the individuals enrolled to the first year of studies</td>
<td>Z1</td>
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<td></td>
<td>I2: Build graduate and student loyalty through satisfaction with their studies</td>
<td>• I2M1: Graduate satisfaction metric</td>
<td>Z1</td>
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<td></td>
<td></td>
<td>• I2M2: Graduate loyalty metric</td>
<td>Z1</td>
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<td>I3: Increase the number and rank of research projects implemented</td>
<td>• I3M1: International research activity metric</td>
<td>Z3</td>
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<td></td>
<td></td>
<td>• I3M2: International research project value metric</td>
<td>Z3</td>
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<td></td>
<td>I4: Increase the number and rank of research projects implemented</td>
<td>• I4M1: National research activity metric</td>
<td>Z2</td>
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<td>I5: Improve graduate position in the labour market</td>
<td>• I5M2: Graduate employability metric</td>
<td>Z1</td>
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<td>I8: Certify high quality through accreditation and parametric assessment</td>
<td>• I8M1: Metric of parametric assessment of University quality</td>
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<td></td>
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<td>• I8M2: Metric of PKA institutional assessments</td>
<td>Z1</td>
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<td>• I8M3: Metric of PKA programme assessments</td>
<td>Z1</td>
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<tr>
<td>Process perspective (P)</td>
<td>P1: Incorporate market expectations into curricula</td>
<td>• P1M2: Metric of activity of external stakeholders in curriculum review</td>
<td>Z1</td>
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<tr>
<td></td>
<td>P2: Increase internationalisation of teaching and mobility of regular and doctoral students</td>
<td>• P2M1: Teaching internationalisation metric</td>
<td>Z3</td>
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<td></td>
<td></td>
<td>• P2M2: Academic exchange metric – arrivals</td>
<td>Z3</td>
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<td></td>
<td></td>
<td>• P2M3: Academic exchange metric – departures</td>
<td>Z3</td>
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<td></td>
<td>P4: Intensify promotional action, including with the involvement of graduates and business</td>
<td>• P4M1: Metric of the development of business cooperation</td>
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<td></td>
<td>P5: Build a network of contacts and good relations with the national and international scientific community</td>
<td>• P5M1: Metric of staff conference activity</td>
<td>Z3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• P5M2: Metric of doctoral students’ conference activity</td>
<td>Z3</td>
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<tr>
<td>Perspective</td>
<td>Strategic objectives</td>
<td>Metrics</td>
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<td>P6: Enhance international visibility of research outcomes</td>
<td>• P6M1: Metric of international visibility of research outcomes</td>
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<td></td>
<td>• P6M2: Metric of publication rank</td>
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<td>P9: Develop dissemination activity</td>
<td>• P9M1: Metric of popular science publishing</td>
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<td></td>
<td>• P9M2: Metric of postgraduate studies</td>
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<td>Po1: Improve staff quality with particular attention to short cycle of academic promotions</td>
<td>• Po1M1: Metric of quick cycle of academic promotion – habilitation</td>
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<td></td>
<td>• Po1M2: Metric of quick cycle of academic promotion – professorship</td>
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<td>Po3: Develop and implement a teaching quality management system</td>
<td>• Po3M1: Metric of changes to descriptions of teaching modules</td>
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<td></td>
<td>• Po3M3: Metric of teacher visitation</td>
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<td>• Po3M4: Metric of timely manner of defence of doctoral dissertations</td>
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<tr>
<td>Po4: Establish efficient administrative services by enhancing worker competence – administration friendly to academic community</td>
<td>• Po4M1: Staff service level metrics</td>
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<td></td>
<td>• Po4M2: Student service level metrics</td>
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<td>Po6: Continue the development of teaching facilities</td>
<td>• Po6M1: Metric of the size of traditional library collections</td>
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<td></td>
<td>• Po6M2: Metric of development of IT infrastructure</td>
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<td>F1: Secure long-term economic needs</td>
<td>• F1M2: Expenses-to-income metric</td>
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<td></td>
<td>• F1M2: Surplus-to-income metric</td>
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ANNEX: Definitions of core terms

**STRATEGIC OBJECTIVE**
An aim that defines the direction of strategic efforts of the University/Faculty with regard to the specific BSC perspective (stakeholders, processes, potential, financial). Strategic objective provides general answers to questions such as: Where are we heading for?, What do we want to achieve under the perspective?

**METRIC**
Quantitative parameter being an absolute measure (expressed in bare numbers, natural units or money), a ratio (a relationship between absolute measures), dynamics index, or aggregate measure that allows to verify the progress of the University/Faculty in achieving their strategic objectives. The metric answers the following question: How do we check if we go where we want to?

**MISSION**
A statement of the Authorities: (1) Expressing the principal purpose/function of existence of the University/Faculty (answers the question: What is the purpose of the organisation’s existence?), (2) Roughly describing the limits of activity (answers the question: how do we carry out the objective of the University/Faculty? What is the scope of our activity?), (3) Defining core values, considered a key for the identity of the University/Faculty (answers the question: What do we hold important?). The time horizon of the mission statement is very distant, indefinite. The role of the mission statement is to define the boundary conditions (limits) for the organisation’s strategy, being the first step in strategic planning – it creates the framework necessary for strategic analysis.

**PERSPECTIVE**
One of the areas of defining achievements/objectives of the University/Faculty. The BSC architecture adopted here includes: stakeholder perspective, process perspective, potential perspective, financial perspective.

**STRATEGY**
It is a method for carrying out the vision (change) within the limits set out by the mission statement (boundary conditions). Strategy defines primary long-term objectives of the University/Faculty and adopts a course of action necessary for achieving the objectives.

**BALANCED SCORECARD**
BSC – is a strategic management method whereby the strategy is depicted as strategic goals and metrics in perspective of: stakeholders, processes, potential and finance – thus defining the strategic aspirations of the University/Faculty in 10 years’ time horizon.

**STRATEGIC THEME/TASK**
Constitutive part of the strategy that includes a coherent set of the University’s/Faculty’s objectives within a definable area. Complementary implementation of strategic themes ensures that the strategy’s assumptions will be put into practice.

**VISION**
Describes the desirable future of the organisation. A vision usually expresses the need for change and achieving breakthrough results. The role of the vision is to create challenges (difficult-to-meet objectives). Vision is responsible for the dynamic aspect of the strategy, it is a driver of change at the organisation – it requires taking extraordinary measures. The vision’s time horizon is 10 years. A vision is established based on strategy analysis.
4. TEACHING QUALITY POLICY

The Teaching Quality Policy of the Faculty of Veterinary Medicine, WULS has been established based on laws and regulations, internal rules of WULS and recommendations contained in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ENQA), and is consistent with the Faculty Development Strategy.

The Faculty of Veterinary Medicine will endorse teaching that is consistent with the most recent achievements of veterinary sciences, labour market expectations and usefulness of the graduates for the economic and intellectual development of our country. To ensure high quality of learning opportunities, the expected learning outcomes should be defined, universally applied and verified, as well as constantly developed. Teaching quality at the University and at the Faculty of Veterinary Medicine applies to all aspects of the teaching process and determines when particular elements of the teaching process meet the requirements of stakeholders.

Teaching quality is a key part of our activity and manifests itself in the Faculty’s mission statement and vision. Conducting research, internationalisation of activity and building relationships with social and economic stakeholders, including, in particular, with veterinary practitioners and the national and regional Veterinary Surgeon Chambers, support the teaching process at the Faculty in a complementary and synergic way.

The main purpose of the teaching process at the Faculty of Veterinary Medicine is to provide education at the highest standard so that graduates from all learning levels:

- hold highest-level knowledge, skills and social competences,
- are prepared for the challenges of present-day world, and the needs and expectations of the labour market,

and graduates from:

- full-time and part-time long-cycle programmes and long-cycle programme in English:
  - obtain the professional title of veterinary surgeon conferred on them by the relevant Resolution of the Faculty Council, in accordance with the requirements of the Act of 19 December 1990 on the veterinary profession and on veterinary chambers,
  - meet the requirements of EU Commission Directive 2005/36/EC,
  - meet the requirements of the List of Day One Competences,

- third-cycle studies (doctoral):
  - obtain the degree of a doctor of veterinary sciences based on the defended dissertation featuring a novel topic of veterinary science in the area of pure science or clinical research,
  - are fully prepared to independent research and teaching work,

- specialisation postgraduate studies:
  - obtain the title of Specialist Medical Practitioner in a specific discipline of veterinary science based on an exam passed before the Veterinary Specialisation Committee elected for a term of four years by the relevant minister at the request of the National Veterinary Council,

- general veterinary postgraduate studies:
  - obtain a diploma of completion of studies for a specific discipline of veterinary science based on an exam passed before a committee established by the head of the study programme.
Teaching quality policy:

- applies to all staff of the Faculty (authorities, research staff, teaching staff, technical and administrative workers) and students,
- covers all areas of activity of the Faculty.

The objectives of the Faculty of Veterinary Medicine, WULS with regard to teaching quality include the following:

1. Ensure the coherence of the curriculum with the National Qualifications Framework and the laws and regulations dedicated to the veterinary programme,
2. Ensure the improvement of the curricula,
3. Ensure the expansion and update of the learning offer in accordance with the requirements of the labour market,
4. Ensure high level of content and teaching from the academic staff,
5. Promote the development of research staff,
6. Ensure the development of cooperation with leading national research centres and peer faculties,
7. Ensure the development of international cooperation for research and expansion of international contacts and exchanges of staff and students with foreign universities,
8. Ensure the monitoring and analysis of the teaching process, including the verification and validation of the effects of teaching, assessment of the quality of the curricula, assessment of the quality of methods and conditions of module delivery,
9. Ensure periodical evaluation of teaching quality among students using the general University system,
10. Monitor professional careers of graduates within the general University system;
11. Involve internal and external stakeholders in the improvement and assessment of teaching quality at the Faculty,
12. Ensure the development of the teaching and learning infrastructure.

Teaching quality at the Faculty of Veterinary Medicine, WULS is implemented through the Faculty Teaching Quality Assurance and Improvement System that corresponds to the WULS System and is subject to periodic reviews.

All members of the Faculty community are responsible for the assurance and improvement of teaching quality and the development of quality culture at the Faculty of Veterinary Medicine, WULS.

Resolution no. ……………………
of the Council of the Faculty of Veterinary Medicine, WULS of ……………………

Faculty Dean
Prof. Marian Binek, PhD hab. ……………………………
5. TEACHING QUALITY PROCEDURE

5.1. Objectives of the Teaching Quality Procedure

- Monitor the teaching process,
- Stimulate continuous improvement of teaching quality at the Faculty,
- Monitor the procedures and tools that support teaching,
- Raise the profile of teaching work and build the ethos of an academic teacher,
- Define the rules for verification of the effects of teaching and grading of students,
- Increase the level of education of the Faculty’s graduates and increase their competitiveness in the labour market,
- Ensure broad dissemination of information on the Faculty’s curricula and teaching quality

5.2 Responsibility

The individuals responsible for laying down the Teaching Quality Procedure at the Faculty are: Dean, Vice-Deans and Teaching Quality Officer in accordance with their respective scopes of responsibilities. The individuals cooperating in this respect are members of the Didactics and Teaching Quality Committee, as well as Heads of organisational units of the Faculty.

Responsible for the implementation of the Teaching Quality Procedure are all research and teaching staff, technical, engineering and administrative workers of the Faculty, as well as regular students and doctoral students.

5.3. Applicability

This procedure is applicable to the Faculty of Veterinary Medicine, WULS, and, in particular, its full-time, part-time and English language long-cycle studies, doctoral (PhD) studies, Specialisation and General Veterinary postgraduate studies offered at the Faculty of Veterinary Medicine, WULS.
5.4. Description of operation

a) Structure of teaching at the Faculty of Veterinary Medicine

3. Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the teaching standards for veterinary and architecture study programmes (Dz. U. No 207, item 1233),
4. Ordinance of the Minister of Science and Higher Education of 2 November 2011 on the National Qualification Framework (Dz.U. 2011 No 253, item 1520),
5. Act on the veterinary profession and medical and veterinary chambers of 21 December 1990, as amended (Dz.U. 1991 No 8 item 27),
6. Ordinance of the Minister of Agriculture and Food Economy of 26 November 1994, as amended, laying down the procedure and detailed rules for awarding the title of specialist to veterinary surgeons (Dz.U. 131, item 667),
7. Act of 11 March 2004 on animal health protection and control of infectious animal diseases, as amended (Dz.U. 2004 No 69 item 625),
9. Veterinary Inspection Act of 29 January 2004 (Dz.U. 112, item 744),
11. Standards and guidelines on teaching quality assurance in the European Higher Education Area developed by the European Association for Quality Assurance in Higher Education (ENQA),
12. Mission Statement and Strategy of the Warsaw University of Life Sciences,
13. Statute of the Warsaw University of Life Sciences,
14. Study Regulations of the Warsaw University of Life Sciences,
15. Doctoral Study Regulations of the Warsaw University of Life Sciences,
16. Postgraduate Study Regulations at the Faculty of Veterinary Medicine, WULS
17. WULS Internal Teaching Quality Assurance and Improvement System,
18. Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the requirements for programme assessment and institutional assessment (Dz.U. No 207, item 1232),
19. Ordinance of the Minister of Science and Higher Education of 5 October 2011 laying down the requirements for the organisation of studies at a specific field and level of study (Dz.U. No 243, item 1445),
20. Resolution no 961/2011 of the Presidium of the Polish Accreditation Committee of 24 November 2011 laying down the rules for inspection during programme assessment,

Long cycle full time studies
Long cycle part time studies
Foreign language long cycle studies (English)

Doctoral (PhD) studies
Postgraduate studies

Specialisation
General veterinary
b) **Recruitment**

- **Recruitment to the veterinary programme, full-time and part-time studies:**
  1) Recruitment is based on a central electronic system of registration and communication with candidates, overseen by the University Recruitment Committee and handled by the IT Centre of the WULS.
  2) Recruitment is conducted once a year for the winter semester. Preliminary requirements for the candidates to full-time and part-time study in the subsequent years are published in Study Candidate Information Sheets. These requirements are laid down by the Faculty Council and approved by WULS Senate.

- **Recruitment to studies in foreign language:**
  1) Is based on the internal system for the registration and communication with the candidates overseen by Dean of the Faculty of Veterinary Medicine, WULS.
  2) Recruitment is conducted once a year for the winter semester based on biology and chemistry entrance exams. Preliminary requirements for the candidates to full-time study in the subsequent years are published in Foreign-Language Study Candidate Information Sheets (Infopack). These requirements are laid down by the Faculty Council.
  3) Is conducted in cooperation with a private institution (International Medicine Studies) handling the recruitment of candidates all over the world. This cooperation is based on the agreement signed by the WULS Rector on 23 April 2007.

- **Recruitment to doctoral (PhD) studies:**
  1) Recruitment is conducted upon the Rector’s decision in this regard and as an order on establishing the programme and establishing its Head,
  2) The announcement of launching the programme, requirements for the candidates, list of document and timetable of recruitment to the programme are posted on the Faculty’s website handled by the WULS IT Centre,
  3) The Dean appoints the Examination Committee. Committee members include: either the Dean or Vice-Dean for Research and International Cooperation, who acts as the Chairperson, the Head of the programme, at least three members of the Faculty’s tenured staff, holding of the title of professor or the degree of doctor habilitated, and representing disciplines related to the programme, as well as 1 representative of the Doctoral Students’ Council at the Faculty,
  4) The exam is conducted as an interview which verifies the knowledge of the candidate in the area of the anticipated research and his/her English skills. The candidate’s performance is scored on a 2-5 scale. The results of the interview, the ranking of the candidates, and the list of those enrolled to the programme are announced orally to all candidates directly after the exam and in writing as Committee Decision given to each candidate.

- **Recruitment to specialisation postgraduate studies:**
  1) Dog and cat diseases,
  2) Veterinary epidemiology and administration
  3) Hygiene of the slaughter animals and of food of animal origin
  4) Veterinary laboratory diagnostics
  5) Diseases of non-domesticated animals.

  These programmes are established upon the consent of the Veterinary Surgeon Specialisation Committee. Request for establishing the programme is submitted by the Dean upon approval from the Faculty Council. The decision establishing
the programme and appointing the Head of the programme is taken by WULS Rector.

A notice on the establishment of the programme is posted on the Faculty’s website and in Życie Weterynaryjne journal which is delivered to each member of Regional Veterinary Chambers. The notice contains information on the starting date and duration of the programme, the maximum number of enrolled students, requirements on candidates, and provides a list of the necessary documents. The recruitment is managed by the Head of Postgraduate Studies. Enrolled to the programmes are candidates who meet the requirements. The place on the recruitment list depends on work experience, previously completed specialisation training courses and the order of submissions.

- Recruitment to General Veterinary postgraduate studies:
  1) Public health protection

The programme is established by the Rector at the request of the Dean, supported by a relevant resolution of the Faculty Council. A notice on the establishment of the programme is posted on the Faculty's website and in Życie Weterynaryjne journal which is delivered to each member of Regional Veterinary Chambers. The notice contains information on the starting date and duration of the programme, the maximum number of enrolled students, requirements on candidates, and provides a list of the necessary documents. The recruitment is managed by the Head of Postgraduate Studies. Enrolled to the programmes are candidates who meet the requirements. The place on the recruitment list depends on work experience, previously completed specialisation training courses and the order of submissions.

c) Principal objectives of teaching

- Provide knowledge necessary to carry out the veterinary profession, concerning
  1) Structure and operation of animal bodies,
  2) Animal rearing and breeding,
  3) Characteristics of pathogens and pathogenesis of disease,
  4) Activity and rules of using medicinal drugs,
  5) Diagnostics and therapy of infectious and non-infectious diseases,
  6) Application of surgical techniques,
  7) Veterinary aspects of consumer health protection according to the “from stable to table” rule,
  8) Laws and regulations related to the performance of the profession,

- Equip students with skills of practical application of the knowledge they acquire.
- Prepare the graduates independent and team work, communication with animal owners, formulation of opinions and keeping the required documentation.
- Equip students with a sense of responsibility for other team members, including his or her subordinates and for the patients they care for.
- Develop the habit and drive for further education and use of the skills of experienced veterinary surgeons.

d) Organisation of teaching process

- The process of teaching on full-time and part-time long-cycle studies is consistent with all laws and regulations listed in section 2.1.
- The basic and sole applicable piece of legislation that governs veterinary education in Member States of the European Union is Directive 2005/36/EC of 7 September 2005 on the recognition of professional qualifications. Annex V.4. to the Directive lays down the requirements on the knowledge and skills, and the study programme for veterinary surgeon, as well as detailed description of practical training outside of the
University. The directive also lays down a list of theoretical and practical modules which ensure the attainment of knowledge and experience allowing the veterinary surgeon to perform all his/her professional duties (Standard Operation Procedure). The requirements of the Directive are complemented by recommendations of the European Association of Establishments for Veterinary Education (EAEVE) which are intended to ensure high quality of the process of teaching for veterinary surgeons at Veterinary Universities/Faculties associated with that organisation. The EAEVE requirements provide more detail to the requirements of Directive 2005/36/EC and are the prerequisite for granting approval to the University/Faculty by the European Committee on Veterinary Education (ECOVE) – a joint committee of EAEVE i FVE (Federation of Veterinarians of Europe). Such approval means that the teaching for veterinary surgeon by the University/Faculty is considered to meet the standards of the European Union and ensures a level of education of graduates that allows them to perform veterinary surgeon activities described as Day One Skills. The universities/faculties educating for veterinary surgeon should meet the requirements of the Standard Operating Procedure in terms of facilities and funding, teaching staff and curricula.

- Doctoral studies are conducted in accordance with:
  1) Ordinance of the Minister of Science and Higher Education of 5 October 2011 on doctoral studies and doctoral awards (Dz.U. 225, item 1351, 2011),
  2) Framework Study Programme approved by relevant Resolutions of the Faculty Council,
  3) Regulations of doctoral studies at WULS.

- Specialisation postgraduate studies are conducted in compliance with:
  1) Framework Study Programme adopted by the Veterinary Specialisation Committee. The Committee operates pursuant to the Ordinance of the Minister of Agriculture and Food Economy of 28 November 1994 (as amended), laying down the procedure and detailed rules for awarding the title of specialist to veterinary surgeons (Dz.U. 131, item 667, 1994). The Committee is headquartered at the Veterinary Centre of Postgraduate Training of the National Veterinary Research Institute in Pulawy.
  2) Postgraduate Study Regulations at the Faculty of Veterinary Medicine, WULS

- General Veterinary postgraduate studies are conducted in compliance with:
  1) Framework Study Programme approved by relevant Resolution of the Faculty Council,
  2) Postgraduate Study Regulations at the Faculty of Veterinary Medicine, WULS

e) Development of study programmes

- Study programmes take into account the following aspects:
  1) Laws and regulations on education at higher education institutions, and in particular dedicated to the veterinary programme,
  2) Recent achievements of all disciplines of veterinary science both in terms of basic and clinical modules,
  3) Use of unique competences, knowledge and research interests of academic staff,
  4) Shape the learning process in such a way as to enable the graduates to:
     a) Conduct their own veterinary surgeon activity,
     b) Meet employer expectations in terms of:
        - Veterinary practice,
        - Veterinary sanitary service,
        - Examination of slaughter animals, meat and other products of animal origin,
- Exercise of oversight of public health and the environment,
- Assessment of feed and feed production conditions,
- Veterinary pharmacology at manufacture and distribution of veterinary medicinal products, medical devices and medical materials,
- Veterinary offices of various levels,
c) Take up further education and conduct research,
d) Ensure high competitiveness in the Polish and international labour markets,

5) Aim at shaping the knowledge, skills and student attitudes.

- The work on updates and improvement of study programme is conducted by the Didactics and Teaching Quality Committee in consultation with Teaching Quality Officer. The scope of action in this area must respect the laws and regulations dedicated to the veterinary programme. Any changes must be accepted by Resolution of the Faculty Council.

- Any necessary changes to the study programme must results from, among others:
  1) EAEVE recommendations entered to the Current assessment report,
  2) Consultation with external stakeholders coordinated by Vice-Dean for Teaching in cooperation with the Dean’s Officer for Cooperation with the Business,
  3) Comments submitted by the teaching staff,
  4) Comments submitted by students,
  5) Comments submitted by graduates to the Office for WULS Graduate Careers and Career Monitoring

- Development of the content of new modules taking into account laws and regulations dedicated to the veterinary programme is entrusted to experts approved by the Didactics and Teaching Quality Committee. Their objective is to prepare a content of this module in accordance with a form applicable at the entire University, taking into account the specific effects of teaching instruction. This process involves both internal and external stakeholders. The content of the programme must be consulted with the Teaching Quality Committee, Teaching Quality Officer and approved by special Resolution of the Faculty Council.

- Syllabi
  1) Syllabi are established for all mandatory and elective modules,
  2) Establishment of syllabi is entrusted to the academic teacher responsible for the module. They must be specialists or individuals with adequate academic achievement in the respective discipline of veterinary science, and approved by resolution of the Faculty Council,
  3) The syllabi for all modules delivered at full-time and part-time studies as well as those delivered in English are posted on the Faculty’s website at least one month prior to the beginning of the relevant semester,
  4) The syllabi are verified from the formal and substantive points of view by Vice-Dean for Teaching and Vice-Dean for International Studies in consultation with Teaching Quality Officer and the Committee for Didactics and Teaching Quality,
  5) The syllabi are finally approved by the Dean upon recommendation from the Didactics and Teaching Quality Committee and Teaching Quality Officer. The Dean entrusts to Vice-Dean for Teaching and Vice-Dean for International Studies with the task of syllabi approval.

- Competitive procedure may be launched for the instruction of specific modules.

f) Teaching standards based on the National Teaching Framework and laws and
regulations dedicated to the veterinary programme

- Study programme
  1) The programme of veterinary studies must be adapted to the applicable laws and regulations, with particular consideration of laws and regulations dedicated to the veterinary programme and EU Commission Directives. With the introduction of the National Qualification Framework and the List of Day One Competences, the objectives and effects of teaching regarding the knowledge, skills and social competences achieved by the students are defined.

- Verification of teaching effectiveness involves:
  1) Conducting the assessment of instruction and teaching staff based on the University student questionnaire. The assessment system is handled by the WULS IT Centre,
  2) Conducting assessments of instruction and teaching staff based on annual anonymous Faculty questionnaires returned by students, in accordance with the requirements of teaching quality verification,
  3) Teacher visitations are conducted in accordance with Instruction 2.

At the same time, Vice-Dean for Teaching and Vice-Dean for International Studies, in cooperation with the Didactics and Teaching Quality Committee and Teaching Quality Officer, review the form and outcomes of module grading conducted during the year. Special emphasis in the assessment is put on finding out how far the assumed learning outcomes are achieved for the module in question, and the correctness of their verification.

If problems with achieving certain assumed learning outcomes or incorrect verification thereof are identified, Vice-Dean for Teaching notifies this in writing to the instructing teacher. If the situation repeats itself in the next academic year or in critical cases, follow-up verification provided for in Instruction 3 is initiated, aimed at enhancing teaching quality as part of the respective module.

Findings of the follow-up verification are delivered to the instructing teacher and the Faculty Dean.

- Continuous monitoring of regulations issued by the minister in charge of science and higher education and by the Polish Accreditation Committee.

  g) Teaching verification requirements

- Upon the completion of each academic year, the teacher responsible for the module verifies the learning outcomes in accordance with Instruction 1 – 1° General Verification, taking, if recommended, appropriate corrective and improvement measures resulting from the assessment of verification methods and the level of meeting of the expected outcomes by the students. At the same time, Teaching Quality Officer, in cooperation with Didactics and Teaching Quality Committee, analyses the outcomes of module grading conducted during the year. If problems are found with achieving the expected learning outcomes, or in other cases considered critical, the Dean, at the request of the Teaching Quality Officer, shall initiate the measures provided for in Instruction 1 – 2° Detailed Verification, aimed at enhancing teaching quality as part of the module.

- At the beginning of each academic year, the Dean, in consultation with Vice-Dean for Teaching, Vice-Dean for International Studies, Teaching Quality Officer, shall prepare a framework plan of teacher visitation. The document is confidential.

- Pursuant to Instruction 2, the Dean, in consultation with Vice-Dean for Teaching, Vice-Dean for International Studies, Teaching Quality Officer shall establish teams which are due to conduct teacher visitations
• Verification of teaching quality may be initiated by Vice-Dean for Teaching or Vice-Dean for International Studies also at a substantiated request of:
  1) Student’s government,
  2) Teaching Quality Officer,
  3) Head of Department in which the module is delivered

• Verification of teaching quality based on student questionnaires is conducted using the Virtual Dean’s Office system handled by the WULS IT Centre:
  1) Vice-Dean for Teaching and Vice-Dean for International Studies have access to questionnaire results at any time,
  2) All teachers have access to the current assessment of their courses at any time after logging in to the system (individual user name and password)

• Each teacher responsible for the module may conduct anonymous questionnaire among students of the respective year concerning the specific module for which he or she is responsible. The content of the questionnaire must be agreed with the relevant Vice-Dean and Teaching Quality Officer,

• Completed inspection protocols, questionnaire sheets and analysis thereof shall be collected in the Faculty archive in compliance with the Protection of Personal Data Act of 29 August 1997, as amended (Dz.U. 1997 No 133, item 333),

• The teacher subjected to inspection and assessment may review the teacher visitation protocols and faculty student questionnaires.

h) Selection of elective modules

• Elective modules (electives):
  1) Are proposed by:
     a) Faculty teaching staff,
     b) External stakeholders,
  2) Also a Faculty staff may be tasked with preparing them, at the request of:
     a) Relevant Vice-Dean,
     b) Didactics and Teaching Quality Committee,
     c) Teaching Quality Officer,
     d) Students,
  3) Electives are selected by students during the semester proceeding the instruction. Selection follows through an entry made by the interested student himself to the list of students of the module. The lists are available at the Dean’s Office by the dates announced at the beginning of each semester,
  4) Final decision on whether or not the elective will be launched is taken by the Dean. The Dean entrusts to Vice-Dean for Teaching and Vice-Dean for International Studies with decision-making on the launch of elective modules,
  5) A student is eligible for attending any number of modules offered at the University and beyond. Attendance to such modules may not conflict with the study programme applicable in the respective semester. The ECTS credits they receive are not added to credits for mandatory modules required in the respective semester.

i) Timetable

• Modules offered during the semester are delivered in accordance with the Timetable
• Timetables for the respective semester are established by the Teaching Organisation Officer in consultation with the instructing teachers during the respective semester.
• The Timetable is published at the end of the preceding semester on the Faculty’s
website and on the signboards for the relevant year of study.

- Comments regarding the Timetable are published by the student's representatives and year's caretakers to the respective Vice-Dean.

**j) Organisation of learning**

- Candidates for students at the Faculty of Veterinary Medicine receive information on the rules of organisation of the learning process, curriculum during open doors at the WULS, at the Faculty's website, and in WULS promotional materials.
- Vice-Dean for Teaching and Vice-Dean for International Studies appoint a year's caretaker from among academic teachers before the beginning of the academic year. The caretaker fulfils his function for the entire progression of the given year in the study programme. The main responsibilities of the caretaker include to provide advice and consultation to students on matters related to the learning process and provide opinions, at the request of student or at the request of the Dean, on particular matters related to the progress of study.
- Students enrolled to the first year of study receive all information on the organisation of studies during the info meeting held just after matriculation (information is also available on the WULS's website and Faculty's website), covering, in particular, the following topics:
  1) Timetable in the respective academic year, notified by order of the Rector before the beginning of each academic year,
  2) Study Regulations,
  3) Rules for financial aid,
  4) Student Affairs Office and its scope of activity,
  5) Dates of library instruction and OSH instruction,
  6) insurance possibilities,
  7) Possibilities of reviewing descriptions of modules, how they are delivered, the number of ECTS credits, and promotion requirements,
  8) Division into groups and the size thereof.

- The learning modules at the Faculty are offered in the form of:
  1) Lectures,
  2) Practice tutorials,
  3) Laboratory tutorials,
  4) Lecture-related tutorials,
  5) Clinical work,
  6) Some modules may be also delivered by e-learning.

- Teaching is delivered to groups whose size is consistent with the WULS Study regulations.
- Current information on the progression of studies, occupancy of classrooms, dates of exams and syllabi, and other communications are posted on the Faculty's website as well as on the signboards of particular departments.
- Responsible for direct delivery of the content is the teacher of the module, appointed by Resolution of the Faculty Council.
- Administrative aspects of the studies are handled by the Dean’s Office. The handling of particular years of study is assigned to the selected Dean’s Office workers. The progression of study is administered in the HMS “Wirtualny Dziekanat” (Virtual Dean’s Office) system. There is a transparent info system on the scope of duties and working hours of the staff responsible for handling the year of study.
- Administrative support to particular modules is rendered by workers of the secretariats of particular departments.
- Administrative support to students is also provided by relevant administrative units of
Delivery of teaching

- Modules are delivered in accordance with the established Study Schedule,
- The Study Schedule defines the duration of study and includes a list of modules together with their duration (in hours) and ECTS credits assigned to them, the list of exams and credits and mandatory Practical Training with its duration.
- If there is a need to cancel certain classes:
  - due to general University reasons – the decision is taken by the Rector or Vice-Rector for Teaching,
  - Due to general Faculty reasons – the decision is taken by the Dean,
- In both cases, the information must be disseminated in such a way as to reach in advance all academic teachers and students,
- Due to excused reasons of the module’s teacher – the decision is taken by the teacher with the consent of the Dean. The teacher is required to provide this information, through students’ representatives, to the interested students, and to agree with them the date and time when the content can be delivered
- Upon the completion of each semester, the Vice-Dean for Teaching analyse students’ results for the modules delivered in the respective semester. For modules with the outcomes which are significantly poorer than the average outcomes on the respective year, Vice-Dean for Teaching initiates the verification measures provided for in Instruction 1, aimed at determining the causes of the deviation, and, in justified cases, how it can be prevented in the future. The findings of the procedure are shared with the teacher of the module, the Dean, and the Didactics and Teaching Quality Committee and Teaching Quality Officer.
- Such verification may be also initiated at a substantiated request of:
  1) Student’s government,
  2) Teaching Quality Officer,
  3) Head of the Didactics and Teaching Quality Committee,
  4) Head of the Department where the module is delivered.

Method of staff selection:

The policy for selection and improvement of staff comprises the following elements:

1) Employing the best graduates of doctoral studies who have been granted the degree of doktor nauk weterynaryjnych (doctor of veterinary science). Based on specialised doctoral studies, their graduates receive education in the area of basic, preclinical, clinical sciences, or a food hygiene and veterinary protection of public health. The employment is conducted through a competition for the position of assistant or adjunct. Such person must meet the current requirements provided for in the Act “Higher Education Law” and in the WULS Statute,
2) Supporting placements of candidates, during doctoral studies or directly thereafter, to reputed research or clinical centres. In certain cases, foreign supervisors of doctoral theses are appointed. To improve practical training, cooperation has been undertaken with veterinary surgeons who run small animal clinics or farm animal clinics in Poland and abroad. Those veterinarians, together with the employed teachers, deliver primary courses being part of clinical training,
3) Direct participation of teaching staff in the delivery of services by clinics, and diagnostic and other laboratories,
4) Involvement of outstanding practitioners from abroad in the practical training of veterinary surgeons by holding short-term training sessions abroad and periodical training delivered by those specialists in Poland,
5) Determination of the usefulness of particular teachers for the development of research and for practical training (clinical work) based on the results of periodic
assessments of research and training staff.

- **Staff competences:**
  1) Research and teaching staff of the Faculty hold relevant competences for conducting training as part of the module offered. Teaching competences of staff are coordinated with the research they conduct and the services they render, which enhances the level of both theoretical and practical training.
  2) The policy of Faculty Authorities aims at continuous improvement of competences of academic teachers through:
     a. Inspiring research and teaching staff to conduct research which will eventually lead to the conferment of the scientific degree of doctor habilitated,
     b. Supporting research and teaching staff in striving for promotion in subsequent statutory years (after 8 years of work, an *adjunct* should be granted the scientific degree of doctor habilitated, doctor habilitated may be appointed WULS assistant professor for 5 years, and thereafter for an indefinite time until he receives the title of full professor),
     c. Granting academic performance awards to assistants and adjuncts who are in the process of preparing a PhD dissertation or habitation dissertation,
     d. Encouraging academic teachers to start postgraduate specialisation studies related to the specific features of the modules they deliver,
     e. Facilitating the placements of research and teaching staff in Poland and abroad and facilitating their participation in Polish and international scientific conferences,
     f. Encouraging the staff to pursue international cooperation as part of research and teaching programmes available from the European Union and under international treaties.

l) **Requirements for granting credits for modules**

The requirements for granting credits for modules are determined each time in the applicable module syllabus and enforced by the teacher in charge of the module.

m) **Requirements for progressing to the next settlement periods**

The requirements for progressing to the next settlement periods are determined in the University’s Study Regulations. The applicable study regulations, as approved by the relevant resolution of the WULS Senate, are available on the WULS website.

n) **Requirements for the transfer of students from other universities and fields of study**

- Graduates of the Faculty of Veterinary Medicine shall go through the entire learning programme specified in Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the teaching standards for veterinary and architecture study programmes (Dz. U. No 207, item 1233), and in EU Commission Directive 2005/36/EC (OJ EU L 255/22 30.9.2005).
- All student transfers from other universities or other fields of study must be approved by Vice-Deans for Teaching of both universities or fields of study.
- The rules for student transfers from other Universities and fields of study are determined by WULS Study Regulations.

o) **External practical training**

- The extent of and procedure for completing external practical training are determined by Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the teaching standards for veterinary and architecture study programmes (Dz. U. No 207, item 1233), and in EU Commission Directive 2005/36/EC (OJ EU L 255/22 30.9.2005).
- external practical training is coordinated by Dean’s Officer for External Practical Training,
• Dean’s Officer for Cooperation with the Business, in consultation with Dean’s Officer for External Practical Training shall look for new opportunities for the completion of external practical training by Faculty students,

• At the request of the student, the Dean may accept as external practical training his documented professional work or other activity if the learning outcomes provided for in such external practical training in the curriculum are achieved.

• Assessment of external practical training:
  1) The student shall comply with all the requirements of the Log of Summer External Practical Training and Clinical Training,
  2) Credits for the completed external practical training may be awarded by the academic teacher appointed by the Dean based on the submitted Log and oral exam which verifies the knowledge of the student regarding the activities performed by him or her and entered to the Log of External Practical Training.

• The lack of credits for external practical training is treated the same as the lack of credits for any other module provided for in the Study Schedule.

p) Clinical training

• The extent of and procedure for completing Clinical Training are determined by Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the teaching standards for veterinary and architecture study programmes (Dz. U. No 207, item 1233), and in EU Commission Directive 2005/36/EC (OJ EU L 255/22 30.9.2005).

• Clinical training is focused exclusively on practical training under supervision of academic teacher.

• The student shall keep the Log of Summer External Practical Training and Clinical Training.

• Credits for the completed training are given based on the submitted Log and an exam conducted by the academic teacher who verifies practical skills of the student.

• The lack of credits for clinical training is treated the same as the lack of credits for any other module provided for in the Study Schedule.

r) Learning abroad

• Students may use all learning programmes offered by the WULS. Detailed information on particular programmes, the conditions for applying, and the required forms are posted on the WULS website.

• Student exchanges under the ERASMUS programme at the Faculty of Veterinary Medicine are coordinated by the Officer for the Erasmus Programme.

• Consent to carrying out some part of the training process at foreign teaching establishments is issued by Vice-Dean for Teaching.

• Vice-Dean for Teaching gives his consent for carrying out teaching, clinical training, external practical training, based on the compliance of the teaching content, time assigned and ECTS credits for the given training forms.

• After carrying out some part of the learning process at a foreign teaching establishment, the student is required to provide the competent Vice-Dean with a document, certified by the competent authorities of the respective establishment, describing in detail the scope of the programme, its content and ECTS credits.

• The document provides the basis for Vice-Dean for Teaching to issue a decision granting credits for the implemented learning process.

• Vice-Dean for Teaching, in consultation with the teachers responsible for particular modules, sets out the procedures and forms of supplementing the programme differences if the learning content, time assigned or ECTS credits are not fully compliant.

s) Scholarships, bursaries, and financial aid
• Each student of the Faculty may apply for financial aid from the University financial support fund (FPM), in the following forms: bursary, special bursary for people with disabilities, Rector’s scholarship for the best students, and financial aid.
• The rules for granting financial aid are determined in the Regulations on the award of financial aid to students of Warsaw University of Life Sciences (current Order 64 of the WULS Rector of 9 July 2012 laying down the Regulations for the determination of amounts, award and disbursement of financial aid to students of Warsaw University of Life Sciences).
• The Faculty Scholarship and Bursary Committee is responsible for the process of granting bursaries, awards and financial support.
• Model forms (application forms, etc.) are available on the WULS at Faculty’s website.

t) Information policy
• Vice-Dean for Teaching and Vice-Dean for International Studies are responsible for information policy of the Faculty towards external and internal stakeholders.
• The main permanent elements of the Faculty’s information policy is providing information on:
  1) study programme,
  2) syllabi,
  3) timetable
  4) outcomes of questionnaires, including student and graduate questionnaires
• In addition to permanent elements, information activities are conducted as needed, related to the operation of the Faculty, in particular concerning conferences, visiting professors, cooperation with practitioners, etc.
• The main information channels are the following:
  1) meetings of the Faculty Council,
  2) Faculty website,
  3) e-mail,
  4) notices,
  5) posters.
• Dean’s Officer for Information Policy is responsible for continuous monitoring and updates of the Faculty website

u) Monitoring of graduate careers
Graduate careers are monitored:
• in accordance with the Act “Higher Education Law”, WULS Statute and current orders of the Rector in cooperation with the Rector’s Officer for Graduate Career Monitoring,
• through contacts with the National and regional Veterinary Chambers,
• through the University Office for Staff and Graduate Career Monitoring,
• through direct contacts between the Faculty academic teachers and graduates.

v) Assessment of teachers
The assessment of teachers involves: research, teaching and organisational activity.
• Periodic assessment:
  1) is conducted in accordance with the Act “Higher Education Law”, WULS Statute and current Resolutions of the Senate, and orders of the Rector,
  2) Periodic assessments of academic teachers are based on the Academic Teacher Assessment Questionnaire approved by relevant Resolution of the WULS Senate,
  3) To conduct periodic assessments of academic teachers, the Faculty Council appoints an Assessment Committee.
• Regular assessment of:
1) Research activity of tenured staff is conducted in October each year by the Vice-Dean for Research and International Cooperation in consultation with the Research and International Cooperation Committee.

2) Teaching activity through teacher visitations and student questionnaires

w) Teacher visitations and student questionnaires

- The purpose of teacher visitations is to conduct systematic diagnosis, assessment and improvement of teaching quality at the Faculty and development of teaching staff. Teacher visitations is understood as observation of module delivery, conducted by authorised individuals in order to ascertain the substantive scope and working methods of the person delivering this module.

- Teacher visitations are conducted by the Teacher visitation Committee:
  1) to verify the outcomes of student questionnaires,
  2) to verify the outcomes of graduate questionnaires,
  3) to verify comments submitted by students,
  4) to verify teaching skills of newly employed members of staff,
  5) as provided for in this procedure.

- The inspected individual is informed about teacher visitation one week in advance. In the event of teacher visitation conducted “as needed” (in accordance with Section g), the individual is visited without notice. During the teacher visitation, the Teacher visitation Committee attends the classes delivered by the inspected individual. The committee may ask questions to the delivering individual as well as to students, and to verify teaching materials and aids used during the course.

- Teacher visitation Protocol is drawn up within 7 days of the completion of visitation, in accordance with Instruction 2. The protocol is made available to, and discussed with, the inspected individual before the Teacher visitation Committee or its representative. The visited individual acknowledges his/her awareness of the teacher visitation findings by putting his/her signature, and also may submit, within 14 days, his/her written explanations concerning the findings of the Protocol. The Teacher visitation Protocol and explanations of the visited individual are submitted to the Dean for approval.

- Student questionnaires:
  1) online University student questionnaires in the system handled by the WULS IT Centre,
  2) annual, anonymous Faculty questionnaires conducted as provided for in learning outcomes verification policies,
  3) questionnaires submitted by graduates that are processed in the IT system of the Office for Staff and Graduate Career Monitoring which is handled by the WULS IT Centre.

x) Conducting research

- Academic teachers taking part in the teaching process have the duty of continuous scientific development.

- Novel research outcomes published in various forms of peer-reviewed materials by experts in the discipline (publications in scientific periodicals, dissertations, monographs) should be transferred to the learning content.

- Responsible for staff scientific development is Vice-Dean for Research and International Cooperation.

- The Faculty offers proper conditions for conducting research by students as part of the Veterinary Medicine Student Research Group through:
  1) Students’ right to freely:
     a. Shape its sections,
     b. Elect the authorities,
2) Supporting the activity of the Group by appointing, by Resolution of the Faculty Council, the Mentor of the Research Group, whose activity involves primarily:
   a. Appointing mentors of individual sections,
   b. Supporting students in the achievement of their research goals by referring them to the appropriate research mentors,
   c. Consulting,
   d. Overseeing its activity for financial aspects and compliance with research ethics.

y) Resources utilised in the teaching process

- The learning infrastructure of the Faculty of Veterinary Medicine is adapted to the performance of the teaching process, whose content is laid down in the Act on Veterinary Profession and Veterinary Chambers, Act on the National Criminal Record, Directive of the Commission of the European Union, and in EAEVE standards.
- Lecture and tutorial rooms are furnished with the necessary equipment. The Faculty aims at improving the learning conditions by continuous improvement and upgrade of the equipment of all facilities used in the learning process.
- The learning facilities of the Faculty of Veterinary Medicine comprise:
  - Three buildings at WULS campus with a total area of about 11,900 m²:
  - Two buildings, housing:
    - Department of Morphological Sciences,
    - Department of Physiological Sciences,
    - Department of Food Hygiene and Public Health Protection,
    - Department of Preclinical Sciences,
  - One building, housing the premises of:
    - Department of Small Animal Diseases with Clinic,
    - Department of Pathology and Veterinary Diagnostics,
    - Laboratory of Veterinary Epidemiology and Economics,
- These buildings contain the following facilities used in the teaching process:
  - 6 general University lecture theatres for 100 to 440 people,
  - 1 large and 2 small necropsy rooms,
  - 2 tutorial rooms for 60 people,
  - 8 tutorial rooms for 45 people,
  - 4 tutorial rooms for 35 people,
  - 1 tutorial room for 20 people,
  - 1 anatomy laboratory for about 70 people,
  - 1 anatomy laboratory for about 50 people,
  - 1 exam room for about 80 people,
  - 11 specialised experimental laboratories,

Department of Small Animal Diseases with Clinic has at its disposal:

- 14 wards for patient admission (outpatient, for internal medicine consultations), including special facilities:
  - ECG,
  - Cardiology ward,
  - Dentist’s office,
  - Ophthalmic ward,
  - Obstetric ward,
  - Endoscopy room,
  - Oncology ward,
- Imaging laboratory with facilities, including:
  - Digital x-ray,
- Ultrasound,
- Computer tomography,
- Surgery unit (with facilities):
  - Operating theatre for soft tissue surgery,
  - Operating theatre for hard tissue surgery,
  - Operating theatre for orthopaedic procedures,
  - Operating theatre for ophthalmic procedures,
  - Operating theatre for obstetric procedures,
  - Anaesthesiology room,
- Small Animals Clinic Hospital with facilities, which includes:
  - Small Animal Infectious Diseases Ward with the isolation unit,
  - Non-Infectious Disease Ward,
  - Kennel: four rooms with individual cages for inpatient animal treatment.
- welfare facilities for students,
  - 1 building with experimental animal ward with the area of about 308 m², situated in the WULS campus.
  - 1 building housing a part of the Department of Large Animal Diseases with Clinic, with the area of about 2400 m², situated in Wolica (about 1.7 km from the WULS campus) in a building complex designated for teaching of students of the Faculty of Veterinary Medicine (for large animal diseases, andrology and reproductive biotechnology) as well as animal sciences (for horse breeding, rural tourism and horse riding).
  - 1 building with the area of about 200 m² with a roofed place for physical therapy of animals, laboratory and facility for biotechnology classes, and facility for therapeutic and treatment exercises in hippotherapy.

Department of Large Animal Diseases with Clinic has at its disposal:
- 3 outpatient facilities for examination and therapy of horses, 1 examination ward for large animals, 1 workstation for experimental and biotechnology surgery,
- 2 operating theatres with facilities, and 4 specialised preparatory rooms for general anaesthesia and animal recovery rooms,
- imaging diagnostics laboratory (x-ray, ultrasound),
- 4 stalls for intensive post-operative care, equipped with a rail transport system,
- set of equipment and instrumentation for exercise breathing tests (including a treadmill),
- station for the collection of semen from stallions, imaging diagnostic lab (ultrasound, endoscopy),
- 4 tutorial rooms for teaching purposes,
- welfare facilities for students,
- 25 stalls for inpatient treatment of horses. The following are in the process of equipping: nanotechnology and nano-engineering laboratory, reproductive biotechnology lab, operating theatre for experimental surgery treatments and mini invasive surgery, in vivo and in vitro telemetric workstation, artificial sow workstation,
- 1 building used for diagnostics and treatment of farm animals, situated in the Agricultural Experimental Establishment Obory-Wilanów at the premises of Goździe Farm with the area of 245 m². The site also includes an office and teaching building with 2 tutorial rooms, with the area of 120 m². The farm is about 20 km away from the campus. It houses, among others, about 500 livestock animals, including about 300 milking cows.

- Library resources of the W. Grabski Memorial Central Library, WULS. Students have access to diverse databases in the system handled by the WULS IT Centre.
- Resources of the Faculty Library:
  1) The collections, containing monographs and periodicals with a scientific or
practical/clinical profile, are gathered and continuously updated only with students and academic teachers on mind,

2) Competent Vice-Deans present, on an ongoing basis, lists of textbooks necessary for being purchased and suggest titles of periodicals that should expand the base of subscribed periodicals,

3) Rooms that enable students to work in quiet surroundings at the time adapted to their requirements,

4) Equipment for photocopying selected materials.
   - Patients of the Small Animals Clinic and Horse Clinic.
   - Animals kept for instruction purposes using the funds of the Faculty.
   - Farms with farm animals.
   - Slaughterhouses, facilities processing food of animal origin.
   - IT labs.
   - Educational computer programmes dedicated to learning in particular disciplines of veterinary science.
   - System of consulting for students. The times and rules for providing consulting that forms part of the duties of academic teachers are laid down by department heads.
   - All facilities of the Faculty meet the requirements laid down in specific OSH regulations. Heads of departments are required to keep premises in compliance with the appropriate OSH regulations.
   - Teachers are required to inform students about the internal regulations and OSH regulations applicable during the courses
   - The assessment of OSH conditions is conducted systematically by the OSH Inspectorate and the WULS Fire Prevention Inspectorate. The inspectors provide the Dean with Inspection Protocols identifying any inadequacies. The Dean orders the appropriate head of department to take corrective action.

z) **Internationalisation of the learning process**

Internationalisation of the learning process is defined in the Strategy of the Faculty of Veterinary Medicine, and is implemented through:

- Student, doctoral student and staff exchanges under various European programmes,
- By teaching foreign students – who have received scholarships from the Government of the Republic of Poland,
- By offering studies in English,
- By inviting experts in the discipline to deliver instruction as so-called visiting professors.

aa) **Building relations with the social and economic environment**

The Faculty shapes proper relations with its social and economic environment through:

- Providing services in its Clinics and Diagnostic Laboratories,
- Promoting the Faculty during the Open Days of the WULS, WULS Days,
- Participation of the Faculty in the events of the Science Festival,
- Contacts with external institutions cooperating with the Faculty (including those which are running animal production),
- Cooperation with the National and regional Veterinary Chambers.

bb) **Ethics in teaching**

- Establishing ethical rules applicable to the teaching process and creating conditions for their promotion and compliance is necessary for the assessment of teaching quality.
- The Faculty keeps a resolute and firm policy of prevention of unethical conduct in the teaching process, by emphasising:
  1) Expectations towards students,
  2) Commitment of academic teachers and doctoral students to the teaching process,
3) Mutually friendly and loyal conduct of all members of the academic community

- Ethical rules are promoted by, *inter alia*, informing students about the adopted standards of conduct.
- Students have the right to report unethical conduct of the staff to the Dean, Vice-Dean for Teaching or Vice-Dean for International Studies. Vice-Deans are required to forward such information to the Dean. The Dean shall immediately launch the procedure defined in Instruction 4. If the case so requires, the Dean shall submit a request to the University Disciplinary Committee for Academic Teachers.
- Unethical conduct of students is reported by the staff to the Dean, Vice-Dean for Teaching, Vice-Dean for International Studies or Vice-Dean for Research and International Cooperation. Vice-Deans are required to forward such information to the Dean. The Dean, in consultation with Vice-Deans, shall immediately launch the procedure defined in Instruction 3. If the case so requires, the Dean shall submit a request to the University Disciplinary Committee for Students or Disciplinary Committee for Doctoral Students.
- An integral part of the system is the questionnaire survey system involving candidates for enrolment, academic community and graduates, as well as employers. These surveys should be conducted with due respect to ethical rules and methodologies of social surveys, and, in particular: voluntariness, anonymity, confidentiality and openness of the outcomes.
- Scientific publications and lecture materials developed by teachers as well as other intellectual property of the Faculty are protected in accordance with the rules generally applicable at the University.

cc) Certification rules

Graduates from the veterinary programme receive the professional title of *lekarz weterynarii* (equivalent to veterinary surgeon or DVM) which is necessary for applying for the right of carrying out their profession pursuant to the rules of ethics and deontology. This title is equivalent to the professional title of Master of Science. It enables the graduate to enrol on doctoral studies and apply for the academic degree of *doktor* (PhD). No master thesis is written at the veterinary programme. The studies and completed concurrently with the award of credits for the last exam.

dd) Benchmarking

Due to:

- specific nature of the curricula in the veterinary programme,
- the need for compliance of the curricula at the veterinary programme with Ordinance of the Minister of Science and Higher Education of 29 September 2011 laying down the teaching standards for veterinary and architecture study programmes (Dz. U. No 207, item 1233), and in EU Commission Directive 2005/36/EC (OJ EU L 255/22 30.9.2005),
- small number of faculties of veterinary medicine in Poland,

benchmarking-related practices have not been carried out.
6. INSTRUCTIONS TO TEACHING QUALITY PROCEDURE

Instruction 1

to the Teaching Quality Procedure
at the Faculty of Veterinary Medicine, WULS

Rev. 1.0
Valid as from:
01/10/2013

Verification of learning outcomes

Verification of learning outcomes at the Faculty involves two stages:

1° – general verification,
2° – detailed verification,

1. GENERAL VERIFICATION

- General verification is conducted by each academic teacher responsible for the module. It is conducted upon the completion of the module cycle and submission of the final protocol.
- Upon the approval of the final protocol in e-HMS system, the individual responsible for the module shall print out a Grading Report from the system, which shows the distribution of grades received by the students in the teaching cycle.
- It is assumed that a “pass” grade for the module confirms that all learning outcomes expected from it have been achieved.
- The teacher responsible for the module shall make a hand-written entry to the printout of the Grading Report from the e-HMS system, stating that:
  1. There is no need to make any changes for:
     a. Material presented,
     b. Forms and methods of delivering the courses,
     c. Grading methods.
  2. There is a need to make changes for:
     a. Material presented,
     b. Forms and methods of delivering the courses,
     c. Grading methods.
- The “Grading Report” is submitted to the Dean’s Office together with the final report.
- Deans Offices shall forward the reports to the Teaching Quality Officer who analyses them and presents summary findings as a report to the Committee for Didactics and Teaching Quality, and to the Dean. The findings must contain information on whether or not there is a need to conduct detailed verification, with the listing of specific modules.
- The Dean shall present the learning outcomes verification report to the Faculty Council. The Report shall also take into account the outcome of detailed verification, if any.

2. DETAILED VERIFICATION

- Each academic teacher may conduct detailed verification if he or she finds it necessary.
- Detailed verification is also necessary if the following is found, among other things:
  o Unfavourable reviews on the delivery of the module based on the student questionnaire,
  o Unfavourable comments submitted to the Faculty Authorities by students, graduates and employers,
o Low score in the Teaching part under the Periodic Assessment of Staff Member,
o Low score from teacher visitation.

- Detailed verification is ordered in writing by Dean to the staff member responsible for the module.
- Request for conducting detailed verification may be submitted to the Dean by: each Vice-Dean, Teaching Quality Officer, and Committee for Didactics and Teaching Quality.
- Findings of the verification are presented to the Dean.
- Detailed verification is conducted in accordance with the following template.

### Module assessment table

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Form of study</th>
<th>Subject</th>
<th>Tutor</th>
<th>Lecturer</th>
<th>Notes</th>
</tr>
</thead>
</table>

### DETAILED VERIFICATION OF LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Skills</th>
<th>Competences</th>
<th>Method of verification</th>
<th>Verification outcomes</th>
<th>Documentation</th>
<th>Proposal for changes in the next cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symbol of effect</td>
<td>Symbol of effect</td>
<td>Symbol of effect</td>
<td>E.g. test exam, observation of activity</td>
<td>Description</td>
<td>e.g. essay, list of test question, scorecards, attendance list</td>
<td>Description</td>
</tr>
</tbody>
</table>
Teacher visitation procedure

The Dean shall appoint visitation teams consisting of:
- Vice-Dean for Teaching or Vice-Dean for International Studies,
- Member of research staff, specialist for the module subject to the visitation,
- Head of the department at which teacher visitation is conducted,
- Representatives of the students attending the instruction.

The Team shall draw up a Protocol of teacher visitation using the following template and submit it to the Dean.

**PROTOCOL OF TEACHER VISITATION**

Conducted on ..........................................................................................................................................................

Academic year: ......................................................................................................................................................

Organisational unit in which the teaching inspection was conducted

Teacher visitation team (academic title/degree, first name last name):
1 .................................................................................................................................................................
2 .................................................................................................................................................................
3 .................................................................................................................................................................

Visited individual....................................................................................................................................................
(academic title/degree, first name last name)

Type of instruction: lecture, tuition, laboratory, clinical work, external practical training (delete as appropriate)

Subject: .............................................................................................................................................................

Studies: full-time, part-time, English language, specialisation postgraduate, General Veterinary postgraduate (delete as appropriate)

Semester:..

Topic of instruction:
### Descriptive assessment of the instruction delivered during visitation

<table>
<thead>
<tr>
<th>Assessment criterion</th>
<th>Descriptive assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistency between the instruction topic and the content of the module</td>
<td></td>
</tr>
<tr>
<td>Substantive level of information delivered to students, references to the most recent knowledge, current research sources, and practice</td>
<td></td>
</tr>
<tr>
<td>Level of the teacher's preparedness to instruction</td>
<td></td>
</tr>
<tr>
<td>Knowledge delivery skills</td>
<td></td>
</tr>
<tr>
<td>Utilisation of student activation methods</td>
<td></td>
</tr>
<tr>
<td>Adequate use of modern instruction methods, e.g. audio-visual techniques, etc.</td>
<td></td>
</tr>
<tr>
<td>Teaching material prepared by the instructor</td>
<td></td>
</tr>
<tr>
<td>Organisation of teaching, e.g. planning and utilisation of the available time, formulating tasks to be completed by students, etc.</td>
<td></td>
</tr>
<tr>
<td>Relationship between the teacher and students</td>
<td></td>
</tr>
</tbody>
</table>
General assessment of the instruction delivered during visitation

Remarks to the visited teacher:

..........................................................
..........................................................

Comments of the visited teacher to the evaluation of instruction provided during the visitation, if any:

This Protocol has been drawn up in duplicate.
Signature of the visiting team I have reviewed the protocol

Signature of the visited individual
Procedure in the event of violation of regulations applicable at the WULS and for any acts inconsistent with the student’s or doctoral student’s status

1. If violation of regulations applicable at the WULS and any acts inconsistent with the student’s or doctoral student’s status are reported, the Dean shall authorise Vice-Dean for Teaching, Vice-Dean for International Studies, or Vice-Dean for Research and International Cooperation to conduct, with immediate effect:
   - Preliminary investigation of the case
   - Interviews with the parties involved:
     - Who have reported violation of regulations or improper conduct of a student or doctoral student
     - The incriminated student or doctoral student.
2. The Delegated Vice-Dean shall prepare an appropriate report describing the interview process. The report must contain a final finding that suggests further action:
   - Dismissal of the complaint,
   - Oral admonition of the student or a doctoral student,
   - Referral of the case to the appropriate University Disciplinary Committee
3. The delegated Vice-Dean shall then present the Report to the Dean.
4. The Dean, together with the Teaching Quality Officer, having examined the report and the final finding, shall:
   - Sustain the final finding,
   - In the event of any doubt, follow-up interviews with the interested persons or also with witnesses of the situation are conducted, a report is drawn up and the final finding is formulated.
5. If the case so requires, the Dean shall submit an appropriate request to the University Disciplinary Committee for Students or Disciplinary Committee for Doctoral Students, accompanied by copies of all documents.
6. Information about the decisions taken is provided in writing to the parties involved.
Procedure in the event of unethical conduct of academic teacher

1. If unethical conduct of an academic teacher is reported, the Dean shall delegate, with immediate effect, the Vice-Dean for Students or the Vice-Dean for International Studies, or Vice-Dean for Research and International Cooperation to conduct preliminary investigation of the case.
2. The delegated Vice-Dean shall immediately conduct interview(s) with the person(s) reporting ethical conduct of an academic teacher. Vice-Dean shall then draw up a report and present it to the Dean.
3. The Dean and the Dean’s Officer for Teaching Quality, having reviewed the report, shall conduct interview with the reported academic teacher. A report of the interview should be drawn up.
4. In the event of any doubt, the Dean and the Dean’s Officer for Teaching Quality shall conduct follow-up interviews with the parties involved or also with the witnesses of the situation, if any; a report of the interview(s) is drawn up.
5. The Dean and the Dean’s Officer for Teaching Quality shall make either of the following determinations:
   - Dismissal of the report,
   - Oral admonition of the academic teacher,
   - Referral of the case for investigation to the University Disciplinary Committee for Academic Teachers.
6. Information about the decisions taken is provided in writing to the parties involved.