

# **PROCEDURE FOR THE VERIFICATION SYSTEM OF LEARNING OUTCOMES AT THE DOCTORAL SCHOOL OF SOCIAL SCIENCES, MARIA CURIE-SKŁODOWSKA UNIVERSITY IN LUBLIN**

## **§ 1**

Glossary of terms:

UMCS – Maria Curie-Skłodowska University;

SDNS – Doctoral School of Social Sciences;

IPB – Individual Research Plan;

PRK – Polish Qualifications Framework;

USOS – University Study Support System, an IT system;

KOO – Periodic Achievement Record.

## **§ 2**

1. Tasks related to the continuous improvement of the quality of education and the development of teaching and support staff competencies are embedded in the strategic and normative documents of UMCS and SDNS<sup>1</sup>.
2. To ensure the highest quality of education, an internal quality assurance system operates at UMCS.
3. This system includes, in particular:
  - 1) the education quality policy at the University, defined by the Senate upon the Rector's request;
  - 2) system procedures defined by the Rector or persons authorized by him.
4. Supervision of the system is carried out by:
  - 1) the Rector at the University level;
  - 2) the Director at the Doctoral School level.
5. The Director of the Doctoral School supervises the correctness and quality of the implementation of education programs and individual research plans, the quality of academic supervision, the process of mid-term evaluation, and the documentation of the education process.
6. The Director of the Doctoral School is supported in quality evaluation tasks by the School Council and the Quality Evaluation Team.

## **§ 3**

1. To ensure high-quality education at SDNS UMCS and to establish a procedure for monitoring this area, the following system of learning outcomes verification is adopted.
2. The education of doctoral students at SDNS UMCS is based on the curriculum and the IPB and leads to qualification at level 8 of the PRK, also preparing them for the doctoral degree.

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<sup>1</sup> The Strategy of Maria Curie-Skłodowska University in Lublin for 2019–2025; the Statute of UMCS dated 29 May 2019; the Regulations of the Doctoral School of Social Sciences at Maria Curie-Skłodowska University in Lublin.

3. Verification of learning outcomes for SDNS doctoral students covers the categories of knowledge, skills, and social competencies, and occurs in several areas:
  - 1) outcomes obtained through coursework as part of the curriculum, including individual doctoral seminars;
  - 2) outcomes obtained through research and scientific work in accordance with the IPB schedule, including the mid-term evaluation;
  - 3) outcomes obtained through the preparation of the doctoral dissertation.
4. Completion of education at the Doctoral School requires achieving all intended learning outcomes<sup>2</sup>.

#### § 4

1. The curriculum at the Doctoral School is adopted by the UMCS Senate after consultation with the Doctoral Student Government. It includes: indication of the scientific field and disciplines to which learning outcomes relate<sup>3</sup>; study plans (course information) and their hourly dimensions; the semester or year in which the course is taught; the form of course completion; a list and number of required credits and exams; and the relationship between school-wide learning outcomes and outcomes defined for specific courses.
2. The course content, methods for verification and assessment of achieved learning outcomes, and evaluation criteria are clearly defined in the syllabus and made available to doctoral students in the USOS<sup>4</sup> system before the start of classes. The instructor also informs students about the teaching methods, tools, and resources used, as well as the literature required for self-study and preparation.
3. The primary criteria for verifying learning outcomes resulting from the curriculum are course completions (entered as a grade or exam result).
4. Documentation of the curriculum implementation is recorded in course completion protocols in USOS.
5. The Periodic Evaluation Card in USOS contains information on exams (graded on a scale defined in the doctoral school regulations, Chapter IV, §17, pt.1) and whether or not classes have been completed – especially lectures, tutorials, exercises, labs, and seminars.
6. The instructor monitors the student's acquisition of learning outcomes continuously during classes or during one of the verification forms mentioned in pt. 7.
7. The system for verifying learning outcomes in the educational process is based in particular on oral and written exams, written assignments, and other forms specified in the syllabus.
8. A special form of class provided in the curriculum is the individual doctoral seminar, a platform for cooperation between the supervisor and the doctoral student, especially for providing substantive and methodological support and presenting the student's research results. Passing the seminar signifies achievement of learning outcomes in knowledge, skills, and social

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<sup>2</sup> Regulations for Conducting Proceedings for the Award of the Doctoral Degree at Maria Curie-Skłodowska University in Lublin, Annex to Resolution No. XXIV-29.15/19 of the UMCS Senate, as amended by XXV-32.2/24

<sup>3</sup> Annex No. 1.1 to Senate Resolution No. XXIV-26.11/19, <https://phavi.umcs.pl/at/attachments/2021/-0302/091539-efekty-ksztalcenia-sdns-tlumaczenie-aktualizacja.pdf>

<sup>4</sup> Template for drafting the Individual Research Plan (IPB) for doctoral students of the Doctoral School of Social Sciences <https://www.umcs.pl/en/template-for-individual-research-plan,23220.htm>

competencies necessary for academic work and participation in academic and scientific environments.

9. The instructor determines the form of course completion, taking into account the need to verify the intended learning outcomes. Evaluation methods should reflect the actual state of outcomes and provide insights into the knowledge, skills, and social competencies acquired during the course.
10. The course coordinator verifies the effectiveness of assessment tools. Based on analysis, they submit proposals to the Director for improving the educational process. This leads to modifications in syllabi and study programs.
11. Doctoral students evaluate classes university-wide through an anonymous survey in USOS and an additional survey dedicated to Doctoral Schools on the Virtual Campus. Further feedback is collected during meetings organized by the Director and through the doctoral student representative in the School Council.

#### § 5

1. The doctoral student's IPB includes, in particular, a timeline for preparing the doctoral dissertation, considering research and scientific activities supporting dissertation development.
2. The IPB is agreed upon by the doctoral student and the supervisor (or auxiliary supervisor – in industrial PhDs) and co-supervisor if appointed. It must correspond to level 8 PRK outcomes. The SDNS UMCS IPB template includes intended outcomes to be achieved through planned activities.
3. The student must submit biannual IPB reports (in the first year: a report on preparing the IPB). The report form includes a list of completed research and scientific tasks supporting qualification acquisition in knowledge, skills, and social competencies<sup>5</sup>.
4. Achievement of intended IPB outcomes is especially demonstrated by:
  - 1) progress in preparing the doctoral dissertation;
  - 2) analysis of archival and field research results;
  - 3) scientific publications;
  - 4) active participation in scientific conferences;
  - 5) participation in internships and research visits;
  - 6) execution of research projects.
5. Learning outcomes are verified through:
  - 1) recognition of research work confirmed by educational documentation, particularly the IPB report and KOO;
  - 2) seminar presentations on research and dissertation progress;
  - 3) foreign language proficiency – via teaching processes (e.g., mandatory foreign-language classes) and internationalization of research (e.g., dissertation in a foreign language, international presentations, publications, international visits);
  - 4) mid-term evaluation.
6. Documentation such as the IPB report, KOO, and USOS protocols forms the basis for crediting the academic year. Both documents contain the supervisor's evaluation of the doctoral student's progress.

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<sup>5</sup> <https://www.umcs.pl/pl/wzory-dokumentow,29167.htm>

7. The Director is responsible for deciding whether to credit the doctoral student's academic year.
8. Halfway through the education period, an evaluation committee conducts a mid-term evaluation following criteria adopted by the School Council<sup>6</sup>.
9. During the mid-term evaluation, the doctoral student presents a report on their scientific activities and research results.
10. The mid-term result, along with justification, is public and provides feedback to the student regarding dissertation preparation and elements requiring improvement.
11. The evaluation may be positive or negative. A negative result leads to removal from the Doctoral School. This mechanism functions both as a control and as a motivation for consistent progress in line with PRK standards. Appeals to the Director's removal decision can be submitted (§14, pt. 7a).
12. Academic supervision is evaluated during the mid-term review according to criteria in the Act of July 20, 2018 – Law on Higher Education and Science.
13. Supervision is monitored by the Director via semester-based USOS surveys and additional evaluations. In difficult cases, students may contact the Director in accordance with §4, pt.1, item 21 of the regulations.

#### § 6

1. The SDNS curriculum does not include mandatory internship modules. However, if the student opts for them, the rules and procedures are defined by the Director based on the program and legislation.
2. The supervisor assists in preparing the internship plan and determining learning outcomes jointly with the student.
3. Learning outcomes from internships or placements are verified by the supervisor and Director. Verification is based on the host's opinion and the student's report.

#### § 7

1. After completing the curriculum, the doctoral student submits a Final Report on IPB implementation confirming achievement of level 8 PRK outcomes<sup>7</sup>.
2. The final confirmation of level 8 PRK qualification is the submission of the doctoral dissertation.
3. After reviewing the dissertation, the supervisor(s) prepare an opinion. The Director reviews the IPB report and confirms the achievement of learning outcomes at PRK level 8.
4. Attainment of learning outcomes for level 8 of the Polish Qualifications Framework is confirmed by the doctoral school graduation certificate.

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<sup>6</sup> Detailed Rules for Conducting the Mid-Term Evaluation at the Doctoral School of Social Sciences, UMCS <https://phavi.umcs.pl/at/attachments/2025/0609/100150-detailed-rules-for-the-conduct-of-the-mid-term-sdns-2024-2025.pdf>

<sup>7</sup> Final Report on the Implementation of the Individual Research Plan (IPB) for Doctoral Students of the Doctoral School of Social Sciences (SDNS), <https://www.umcs.pl/en/procedure-for-the-completion-of-education,30168.htm>