

Appendix No. 1
to Resolution No. 75/2019
passed by KRAUM
on 07 March 2019

**Statute
of the University Commission
for the Quality of Medical Education, UKJKKL**

Consolidated text

Conference of Rectors of University Medical Schools [KRAUM]

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Chapter I

General Provisions

1. The University Commission for the Quality of Medical Education, hereinafter referred to as UKJKKL, was formed based on the resources of the Accreditation Committee for University Medical Schools appointed in the resolution adopted by the Conference of Rectors of University Medical Schools (KRAUM) at the meeting in Gdańsk held on 07/10/1997.
2. UKJKKL operates based on the 'Higher Education and Science Law' Act of 20/07/2018 (*consolidated text in Journal of Laws 2018: it. 1668*) and the applicable regulations issued by the Minister of Health and Minister of Science and Higher Education, as well as on the by-laws drawn by the University Commission for the Quality of Medical Education approved by the Conference of Rectors of University Medical Schools, hereinafter referred to as KRAUM, including: the statute, work rules, graphic mark, i.e. logo, self-appraisal questionnaire, and rules of visits to assess the quality of education.
3. The structure, colour scheme, and size of the UKJKKL graphic mark and the principles of using it are determined in a separate KRAUM Resolution.
4. UKJKKL is a body of the University Medical Schools, independent of the central government, competent to issue opinions within the scope of matters defined in this Statute.
5. UKJKKL is independent in its actions, though it shall aim at cooperating with other institutions dealing with education quality assessment and accreditation.
6. The UKJKKL Chairperson informs the KRAUM Chairperson of the outcomes of the UKJKKL's works, whereupon the latter decides about forwarding the information to other persons or institutions.

Chapter II

The UKJKKL Objectives

The objective of the University Commission for the Quality of Medical Education is to see to the highest possible quality of the education offered, in compliance with the binding regulations of the Polish law and international guidelines, and in particular:

1. to monitor the quality of the medical education offered on an on-going basis against the valid regulations of the Polish law which define the standards of medical education and conditions for running the studies; to draw relevant reports and present them at regular KRAUM meetings.
2. to monitor the assessed fields of studies on an on-going basis against the education guidelines

- and standards laid down by international institutions and applicable to medical education, including those defined by the National Committee on Foreign Medical Education and Accreditation; to produce the relevant reports and present them at KRAUM meetings.
3. to represent, on instruction from KRAUM, the academic community of medical universities before the bodies supervising medical schools, i.e. the ministry relevant for health and minister relevant for higher education, and the Polish Accreditation Committee.
 4. to cooperate, on request from KRAUM, with the Ministry of Health and Ministry of Science and Higher Education, and the Polish Accreditation Committee in works aimed at internationalising education in the field of medicine.
 5. to take other actions indicated by KRAUM.

Chapter III

Members of the UKJKKL

1. The UKJKKL is composed of:
 - a. Academic teachers holding at least the doctoral degree, nominated by their Rectors, minimum one teacher from each medical university:
 - the academic teachers recommended to work on the UKJKKL should have acquired substantial experience in teaching and organising the teaching process, and have time necessary to pursue the Commission's tasks.
 - rectors currently in office at a specific point in time cannot join the UKJKKL as its members.
2. The KRAUM Chairperson sends the formal letters of appointment to the UKJKKL for the current UKJKKL term of office to the nominees of the University Rectors and forwards a copy thereof for information to the UKJKKL Chairperson.
3. KRAUM appoints the UKJKKL Chairperson. Election to the function exempts the chairperson from the obligation to represent his/her home university.
4. On request from the UKJKKL Chairperson, KRAUM appoints the Vice-Chairperson from among the UKJKKL members; the Vice-Chairperson continues to represent his/her home university.
5. The academic teachers elected to join the UKJKKL can be re-appointed for the following term of office, if nominated by their home universities.
6. All UKJKKL members are obliged to participate in discussion meetings and engage themselves in the works the Commission undertakes.

7. All Commission members representing Medical Schools enjoy an equal right of vote, though they do not participate in any voting on matters concerning the University they hold an employment contract with.
8. In case of a tie, the vote of the Chairperson or Vice-Chairperson heading the meeting in his/her name prevails.
9. Membership on the UKJKKL ceases as the result of:
 - a. written resignation submitted,
 - b. dismissal by KRAUM on the motion signed by more than half the UKJKKL members or the Rector of the delegating University; the Chairperson is dismissed on the motion from the KRAUM Chairperson.
10. In the event the UKJKKL Chairperson or Vice-Chairperson resigns from the office or is dismissed, the regulations of the Statute, Chapter III, items 3 and 4, apply as appropriate.
11. The UKJKKL Chairperson can appoint experts in the fields corresponding with the undertaken assessment to join the Commission as its members. The expert's engagement in the UKJKKL works is defined by the Chairperson in the document of appointment.

Chapter IV

Work Rules

1. The Commission Chairperson distributes the self-appraisal questionnaire among the University Rectors requesting its forwarding to the relevant Deans to be completed in the electronic format and sent back to the address of the UKJKKL Chairperson. Submission of the completed questionnaire shall be deemed the declaration of submit to assessment. The UKJKKL Chairperson notifies the KRAUM Chairperson without delay of a University's abstention from education quality assessment.
2. The self-appraisal questionnaire contains detailed questions which, upon their presentation by the UKJKKL Chairperson, are approved by KRAUM in a separate resolution.
3. The Visiting Team is composed of UKJKKL members, excluding current employees of the visited University and its former employees who held a contract of employment at any time in the last 5 years. The visit date is arranged with the University which is advised of the visit programme. At the close of the visit at the University, the team presents its preliminary observations and ad hoc comments to the Rector.
4. The UKJKKL has three months following the close of the visit to produce the final report based on an analysis of the questionnaire and the outcome of the visit; the report is sent to the University

Rector with a copy to the Dean of the visited Faculty. The Rector can address the content of the report within no more than 30 days following the report service.

Chapter V

Education Quality Assessment

1. The report on the review of the self-appraisal questionnaire, the preliminary observations made during the visit, and the final report are presented to the plenary UKJKKL meeting and discussed thereby. Upon the receipt of a written statement of position from the Rector of the visited University or upon ineffective lapse of the term referred to in Chapter IV, item 4, a resolution is passed on whether to award the Education Quality Certificate.
2. Resolutions in the matter of awarding the Education Quality Certificate for the assessed fields of studies are passed at a simple majority of votes by the mandatory quorum of at least 2/3 UKJKKL members holding the voting right.

The UKJKKL Chairperson abstains from voting, if the matter concerns his/her home University. In the case of a tie, the vote of the Chairperson or Vice-Chairperson heading the meeting in his/her name prevails.
3. Based on the analysis of the self-appraisal questionnaire and the opinion of the Visiting Team, the Commission grants unconditional certification for five years, or conditional certification for three years, or denies the Education Quality Certificate.
4. The complete text of the final report, appended with the assessment, recommendations, and notification of the awarded Education Quality Certificate, is sent to the Rector of the assessed University and placed on the UKJKKL website.
5. Information on the award or denial of the Education Quality Certificate shall also be forwarded to the Chairperson of the Conference of Rectors of University Medical Schools.
6. In the event there are separate curricula for full time and part time studies, each course of studies is certified separate.
7. The Education Quality Certificate signed by the Chairperson of the Conference of Rectors and Chairperson of the Commission is the document confirming the closure of the certification procedure.
8. By holding visits in each year of the Education Quality Certificate validity term or based on the exchanged communication on implementation of the recommendations, the UKJKKL verifies the way the University authorities implement the recommendations formulated in the closing report in the school's everyday life. The visit dates are arranged with the Faculty Dean.

9. The Conference of Rectors of University Medical Schools is the appeal body from the UKJKKL resolutions. The party dissatisfied with the UKJKKL resolution adopted in the matters referred to in Chapter V, item 1, can lodge an appeal to KRAUM within 30 days following the date the resolution was served on it. The appeal is filed via the UKJKKL. KRAUM considers the appeal within the unsurpassable term of 2 months following the appeal delivery date. In the appeal procedure, KRAUM may declare the appeal:
 - a) substantiated, and recommend holding a repeat certification procedure conducted by a new team to be appointed by KRAUM to that aim from among the UKJKKL members. The outcome of the repeat certification procedure is final.
 - b) groundless.

The resolutions KRAUM adopts in the appeal procedure are final.

Chapter VI

The UKJKKL Budget

1. The UKJKKL pays the costs of its operations from the fees contributed by the member Universities.
2. The membership fee for the calendar year, identical for each University, is determined in the KRAUM resolution.
3. The member universities transfer the fees to a separate special purpose bank account operated by the University employing the UKJKKL Chairperson.
4. Every year, the UKJKKL Chairperson submits the budget estimate with the KRAUM Chairperson no later than 30 days before the first KRAUM meeting in the new calendar year, though no later than on or before 15 February of the current calendar year.
5. The budget estimate should state the planned income and expenses related to the UKJKKL activities, *inter alia*:
 - a. the remuneration of the UKJKKL Chairperson,
 - b. the pay add-on allowance of the UKJKKL Vice-Chairperson,
 - c. the costs of the administration and technical services rendered to UKJKKL,
 - d. the Chairperson's participation in conferences and training sessions related to the accreditation process or education quality.
6. The budget estimate is subject to approval by KRAUM at its first meeting in the new calendar year. Should the meeting not be held by 28 February of the new calendar year, the KRAUM Chairperson shall approve the submitted budget estimate tentatively, whereupon it will be

subject to final approval at the nearest KRAUM meeting.

7. The UKJKKL Chairperson and its members are entitled to monthly remuneration for their work; the amount of their pay is determined by KRAUM separate for the Chairperson, Vice-Chairperson, and members at the onset of each term of office and for the duration of that term of office, no later than by the end of January of the first year of the term of office.
8. The remuneration referred to in item 7 is paid by the employing University (home school), subject to item 9.
9. The remuneration of the UKJKKL Chairperson and Vice-Chairperson paid by their home universities is reimbursed from the UKJKKL budget up to the amount specified in the KRAUM resolution on determining the pay of those persons.
10. The business travel costs and the per diem of the UKJKKL Chairperson and Vice-Chairperson are borne by their home universities.
11. The costs of the UKJKKL visiting team's stay (accommodation, local transport) are borne by the visited University.
12. The persons rendering administration services to UKJKKL (no more than 2 persons) are paid their remuneration in accordance with the rules adopted at the University employing the UKJKKL Chairperson. Their pay is reimbursed from the UKJKKL funds in the amount specified in the budget estimate approved by KRAUM.
13. All financial documents and expenses covered from the UKJKKL funds are approved by the Chairperson and co-approved by the Bursar of the University operating the UKJKKL bank account.
14. Upon the close of each calendar year, the UKJKKL Chairperson submits the statement of the funds obtained and funds expended with KRAUM, appended with the opinion of the Bursar of the University operating the UKJKKL bank account.
15. Any funds not utilised in any specific year are carried forward to the subsequent year.
16. The UKJKKL Chairperson is responsible for the correct application of the funds contributed by the universities to finance the Commission's activities and makes decisions with respect to the application of the funds in line with the expenditure estimate approved by KRAUM and in compliance with the commonly binding law.
17. The UKJKKL Chairperson compiles annual reports on the UKJKKL activities and forwards them for information to the Rectors and KRAUM members.
18. KRAUM approves the statement referred to in item 14 and passes the resolution concerning discharge of the UKJKKL Chairperson from his/her duties.
19. Refusal to discharge the UKJKKL Chairperson from his/her duties automatically results in his/her dismissal.

Chapter VII

Closing Provisions

1. Plenary UKJKKL meetings are convened on the dates and at the locations indicated by the Commission Chairperson. Attendance of the UKJKKL members at the meetings is compulsory.
2. This Statute forms the basis for organisation and operation of UKJKKL; any amendments to its stipulations proposed by the Rectors or the UKJKKL members must be submitted with the Conference of Rectors of University Medical Schools for approval in the presence of the UKJKKL Chairperson. Any amendments to the Statute may be introduced in the procedure laid down for its adoption.
3. This Statute comes into effect as of the day it is approved by KRAUM.

[stamp and signature:]

CHAIRMAN

Conference of Rectors
of University Medical Schools

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prof. dr hab. Przemysław Jałowicki