

Faculty of Food Technology [WTŻ],
Warsaw University of Life Sciences

**Internal System for Quality
Assurance and Improvement in
Education at the Faculty of
Food Technology, Warsaw
University of Life Sciences
[WSZiDJK]**

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Introduction

The Faculty of Food Technology [WTŻ] at the Warsaw University of Life Sciences (formerly the Faculty of Food Sciences and the Faculty of Agricultural and Food Technology) was established in October 1961. Still, studies in the field of agricultural and food industry have a much longer tradition at the Warsaw University of Life Sciences. Since the university's inception, the subject of "*agricultural industry*" has been taught at the Faculty of Agriculture, Department of Microbiology and Agricultural Industry. In the interwar period, about 120 students specialised in this field, and its first graduates became pioneers of the Polish food industry. Over nearly 60 years of operation, many reorganisations of faculty units were carried out in response to current research and teaching needs. In 1973, the faculty changed its name to the Faculty of Food Technology. The 2001/2002 academic year, the first in the new millennium, was inaugurated in the auditorium of a new, dedicated research and teaching building named after the faculty's co-founder, Professor Eugeniusz Pijanowski. On 20 December 2007, the Rector of the Warsaw University of Life Sciences, by Ordinance No. 44/2007, changed the name of the Faculty of Food Technology to the Faculty of Food Sciences. This name remained in force until 30 September 2019. On 1 October 2019, as a result of structural changes at the Warsaw University of Life Sciences related to the entry into force of Act 2.0, the Faculty of Food Sciences was transformed into a teaching unit – the Faculty of Food Technology (WTŻ) managed by the Dean, and a scientific and research unit – the Institute of Food Sciences (INoŻ) supervised by the Director. From that moment on, the role of the Faculty is to organise education and improve its quality.

Currently, the Faculty of Food Technology educates students in food technology and nutrition at the first and second cycles of full-time and part-time studies. Students study in four fields: food technology and human nutrition, food safety, food science and marketing, and food science - technology and nutrition. The Faculty also offers postgraduate studies.

In line with the Strategy of the Warsaw University of Life Sciences, the mission of the Faculty of Food Technology is to raise awareness and shape the intellectual, economic, and ethical development of Polish and European society, as well as to improve the broadly understood food economy at all stages of the food chain, in close connection with the natural environment and consumer health. The Institute of Food Sciences aims to conduct scientific research at the highest level, discovering and explaining the observed reality, allowing for the introduction of new, safe, and more comfortable practical solutions in both industry and households, as well as multi-stage, comprehensive, and top-level education of society, implemented through close cooperation with the Faculty.

The Faculty of Food Technology has set the following goals:

- educating students in accordance with the highest standards to prepare graduates to compete in the modern labour market, including the international labour market, and to function in a knowledge-based society,
- participating in ensuring the sustainable development of a modern food economy,
- improving the quality of education and meeting the expectations of stakeholders by adapting to changes in the socio-economic environment of the University and the Faculty,
- improving the competence of academic teachers involved in the education process,
- involving students in conducting objective and comprehensive scientific research and development work on food processing,
- developing contacts with the socio-economic environment, taking their results into account in teaching activities, conducting joint work and providing research services,
- training and participating in the further development of research and teaching staff,

- training to supplement knowledge through various forms of education (postgraduate studies, micro-credentials, refresher courses, etc.).

Since its inception, the Faculty has prioritised the quality of education. In line with academic tradition, these activities have been in place since the Faculty's inception and have been formalised to varying degrees throughout its more than 60-year history. The first comprehensive formal regulations concerning the introduction of a coherent Internal System for Quality Assurance and Improvement in Education were issued in 2013 and have been regularly updated to reflect changing requirements. Due to organisational changes at the University, which also affected the Faculty, and as a result of periodic reviews of the Internal System for Quality Assurance and Improvement in Education, the current Edition (5.0) of the System was introduced.

The system is based on the PDCA cycle. It is consistent with internal regulations on the quality of education at the Warsaw University of Life Sciences, as outlined in Senate Resolution No. 67-2019/2020. The system is also consistent with the Strategy of the Warsaw University of Life Sciences, defined for the period until 2030.

The Faculty of Food Technology has a Quality Education Policy, adopted by Resolution 67-2019/2020 of the Senate of the Warsaw University of Life Sciences of 27 January 2020, on the introduction of the Education Quality Assurance and Improvement System at the Warsaw University of Life Sciences, and constituting Appendix 1 to this resolution.

EDUCATION QUALITY POLICY AND OBJECTIVES at the Warsaw University of Life Sciences

Upholding tradition and bearing in mind the mission and values of the Warsaw University of Life Sciences, we recognise that the quality of education is a fundamental element of our University's activities. Conducting scientific research, knowledge transfer, internationalisation of activities, and building positive relationships in the socio-economic environment synergistically support the education process.

The objectives of the educational process in first- and second-cycle studies, unified master's studies, Doctoral School, and postgraduate studies are to provide education in such a way that our graduates have the highest level of knowledge, skills, and social competences and are prepared to function in a modern knowledge-based society and to operate in the contemporary labour market.

The objectives of education quality are achieved through the implementation of the following tasks:

- creating, monitoring, and improving educational programs;
- ensuring the consistency of education programs with the Polish Qualifications Framework;
- monitoring, analysing, and evaluating the degree to which students, doctoral students, and listeners achieve the intended learning outcomes;
- ensuring the consistency of education and scientific research;
- improving the quality of research and teaching staff, teaching staff, technical staff, and administrative staff;
- improving the quality of research and teaching infrastructure used in the education process;
- utilising the potential of the socio-economic environment in the implementation of education and in the assessment and improvement of the quality of education;
- developing cooperation with leading research centres in the field of education;
- developing the internationalisation of the education process;
- providing internal and external stakeholders with information on activities undertaken to improve the quality of education;
- monitoring the position of graduates on the labour market;

- increasing the attractiveness and competitiveness of education at the Warsaw University of Life Sciences;
- shaping pro-quality attitudes and developing a culture of quality education at WUAS.

Activities related to the quality of education at the Warsaw University of Life Sciences are in line with the current University Development Strategy and the Bologna Strategy guidelines. They are based on legal provisions, internal regulations, and recommendations on the quality of education contained in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ENQA) and other guidelines recognised as good practices in the global educational space.

The quality of education is planned, implemented, verified, and improved through an internal System for Quality Assurance and Improvement in Higher Education.

All members of the academic community of the Warsaw University of Life Sciences are responsible for ensuring and improving the quality of education.

1. Principles of the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology

The Faculty of Food Technology at the Warsaw University of Life Sciences, hereinafter referred to as the Faculty, operates an internal Quality Assurance and Improvement System, hereinafter referred to as the System.

The System was developed in accordance with point 5.2 of Appendix 3 to Resolution 67-2019/2020 of the Senate of the Warsaw University of Life Sciences of 27 January 2020, on the introduction of the System for Ensuring and Improving the Quality of Education at the Warsaw University of Life Sciences.

The System is consistent with the Faculty's development strategy, education quality policy, and applicable laws and university regulations.

The system was created and is being improved with the participation of the academic community and external stakeholders of the Faculty, based on previous experience in ensuring the quality of education at the Faculty, as well as university, national, and international best practices, through consultation and dialogue, with respect for academic values and traditions.

The system is based on consistent, clear, effective, and efficient solutions that serve to ensure and improve the quality of education at the Faculty and promote diversity and creativity.

For this System, it has been assumed that:

- *the quality of education* is the fulfilment of requirements concerning the education process and its results, taking into account internal and external conditions;
- *the culture of education quality* is the shared awareness, responsibility, and action of members of the academic community related to ensuring the quality of education;
- *The system for ensuring and improving the quality of education is an organisational structure, division of responsibilities, processes, procedures, and resources*, enabling the management of the quality of education and the achievement of the intended results.

The objectives of the education process at the first and second cycle of studies, as well as at postgraduate studies, are to provide education in such a way that our graduates have the highest level of knowledge, skills, and social competencies and are prepared to function in a modern knowledge-based society and to operate in the contemporary labour market.

The educational quality objectives are achieved through the implementation of the tasks specified in Appendix 1 to Resolution 67-2019/2020 of the Senate of the Warsaw University of Life Sciences of 27 January 2020, on the introduction of the System for Ensuring and Improving the Quality of Education at the Warsaw University of Life Sciences.

2. Legal basis

The system operates in accordance with applicable external and internal legal acts. The list of main legal acts is included in Appendix 1 to this document. This list is updated once a year during the system review.

3. Scope

The Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology covers education across all first- and second-cycle degree programs offered by the Faculty, as well as postgraduate studies.

The system is a coherent element of a broader comprehensive education quality management system implemented at the Warsaw University of Life Sciences. It has been assumed that the basic level of functioning of the university's Education Quality Assurance and Improvement System at the Warsaw University of Life Sciences is the faculty level. The university has implemented an institutional framework common to all faculties. It provides selected tools, as well as exercises general supervision over the quality of education through the Teaching Excellence Office. The faculty has thus adopted internal solutions that serve as the basis for the faculty system's functioning.

4. Objectives and functions of the System

The system serves to implement the faculty's education quality policy.

The overarching objective of the System is to improve the effectiveness of activities undertaken in connection with the implementation of the mission, strategy, and quality policy in relation to education and the development of a culture of quality in education, and to ensure that students and postgraduate students achieve the intended learning outcomes by supporting individual and institutional efforts in this area.

The objectives of the quality system are achieved by:

- ensuring compliance with the quality standards adopted for higher education,
- ensuring transparent conditions for the implementation and improvement of educational processes,
- ensuring human and infrastructure resources enabling the implementation of high-quality education processes,
- ensuring participation and improving cooperation in the field of education with stakeholders,
- ensuring access to information on the quality of education,
- shaping pro-quality attitudes,
- continuously improving and developing the quality management system.

The basic functions of the System include planning, ensuring, monitoring, evaluating, and improving the quality of education, as well as providing information on the development of a culture of quality in education.

5. Model

The academic community of the Faculty and the Institute, and stakeholders, have agreed that the quality of education means striving to meet the needs of the recipients of the educational process (including students, employers, and society), who are considered partners. This pursuit is manifested in the establishment and application of practical rules and standards of conduct deemed appropriate for building trust in the Faculty's offer.

The system consists of interrelated structures, processes, procedures, resources, and tools.

The System Model is based on a process approach and the Deming cycle. This model assumes a series of consecutive actions in a logical order that enables continuous system improvement. The following activities are carried out: setting goals, planning ways to achieve them through processes, providing the resources needed to implement the processes, implementing the processes, measuring and analysing the results of the processes, evaluating the processes and the achievement of goals, and undertaking improvement activities.

6. Organisational structure

All members of the academic community, including the authorities of the Faculty of Food Technology and the Institute of Food Sciences, academic teachers, administrative staff, students, doctoral students, and postgraduate students, are responsible for the quality of education through their attitude and actions.

The formal organisational structure of the Institute and the Faculty, which defines the basic scope of responsibilities and powers of its individual elements, serves to ensure, evaluate, and improve the quality of education, as well as to inspire, support, and coordinate individual and institutional activities in this area.

The entities comprising the organisational structure of the Institute and the Faculty cooperate within the System, carrying out activities in accordance with their competences to ensure conditions for the efficient implementation of the education process and enabling the achievement of the assumed education/learning outcomes and the development of a culture of quality education at the Faculty.

Scope of competences and powers

Dean

The Dean's competences are defined in the Statutes of the Warsaw University of Life Sciences.

Vice-Dean

The competences of the Vice-Dean are defined in the Statutes of the Warsaw University of Life Sciences.

Program Council

The tasks and composition of the Program Council are defined in the Statutes of the Warsaw University of Life Sciences.

The following permanent working groups are appointed within the Program Council of the Faculty of Food Technology:

- class observation,
- candidate relations,
- electronic media,
- teaching in English,
- teaching in Polish,
- teaching resources.

Working group for classroom observation

The Dean proposes the composition of the Working Group for Classroom Observation after consultation with the relevant Coordinator. The team is then appointed by a resolution of the Program Council of the Faculty of Food Technology, and the Dean implements the appointment. The team is led by the Class Observation Coordinator, who initiates and directs the team's work. The tasks of the Class Observation Team are:

- developing a framework plan for classroom observation before the start of the semester;
- participating in the assessed classes conducted by the observed employee and evaluating elements of the teaching process in terms of: punctuality of the start and end of classes, substantive correctness, completeness and comprehensibility of the content conveyed, consistency of the content conveyed with the study program and the course syllabus, method and skills of knowledge transfer, adaptation of the pace of classes to the students' abilities, care to ensure that the classes form a thematic whole related to the content of the course, linguistic correctness, use of existing audiovisual tools;

- preparation of a report on the observation of classes, in which the team presents its assessment, comments, and recommendations, which are then forwarded to the Dean and the person observed;
- In special situations, members of the observation team organise a meeting between the Dean, Director or Deputy Director of the Institute and representatives of the Team with the observed employee, during which measures are taken to help the employee improve the quality of their teaching;
- The team develops and implements corrective and preventive measures for Institute employees who conduct classes.

The detailed framework for the Observation Working Group's activities is set out in Instruction I.II.1.

Working Group for Contact with Candidates

The Dean proposes the composition of the Candidate Contact Working Group after consultation with the relevant Coordinator. The Group is then appointed by a relevant resolution of the Program Council of the Faculty of Food Technology, and the Dean implements the appointment. It is headed by the Candidate Contact Coordinator, who initiates and directs the Group's work.

The main tasks of the Candidate Contact Working Group are:

- cooperation in organising events promoting the Faculty of Food Technology (e.g., Warsaw University of Life Sciences Open Days, Science Festival, Science Picnic, Food Expo, others);
- providing information about the Faculty's educational offer and the activities of the academic community;
- organising and coordinating visits of primary and secondary school students to the Faculty;
- co-organising visits by employees to primary and secondary schools;
- coordinating educational programs conducted at the Faculty and dedicated to secondary school students;
- cooperating with secondary school teachers in organising workshops, demonstrations, seminars, and lectures for students.

Electronic Media Working Group

The Dean proposes the composition of the Electronic Media Working Group after consultation with the relevant Coordinator. The Group is then appointed by a resolution of the Program Council of the Faculty of Food Technology, and the Dean implements the appointment. It is headed by the Electronic Media Coordinator, who initiates and directs the Group's work.

The main tasks of the Working Group for Electronic Media are:

- preparing a consistent visual identity for the Faculty and graphic solutions for the Faculty's informational or occasional activities,
- maintaining the Faculty's website and profiles in electronic media (Facebook, Instagram, LinkedIn),
- cooperating with other individuals and teams undertaking activities for the Faculty in the field of visual design of organised activities, their promotion, and reporting in electronic media.

Working group for teaching in English

The Dean proposes the composition of the Working Group for Teaching in English. The Group is then appointed by a relevant resolution of the Program Council of the Faculty of Food Technology, and the Dean implements the appointment. It is headed by a Chair who initiates and directs the Group's work.

The main tasks of the Working Group for Teaching in English are:

- cooperation in organising international exchanges of students and teaching staff,

- cooperation in organising the stay of academic teachers coming to the Faculty,
- cooperation in coordinating the Faculty's teaching offer for foreign-language students,
- cooperation in designing studies conducted in English,
- cooperation in modifying existing study programs,
- preparing opinions based on the evaluation of new and verification of existing study programs and syllabi,
- cooperation with the electronic media coordinator and the candidate contact coordinator in the area of informing external stakeholders,
- preparing reports on the evaluation of the methods used to achieve the assumed and approved learning outcomes,
- performing other tasks related to teaching in English, including tasks resulting from the faculty's Education Quality Assurance and Improvement System.

Working group for teaching in Polish

The Dean proposes the composition of the Working Group for Teaching in Polish. The Group is then appointed by a relevant resolution of the Program Council of the Faculty of Food Technology, and the Dean implements the appointment. It is headed by a Chair who initiates and directs the Group's work.

The main tasks of the Working Group for Teaching in Polish are:

- cooperation in coordinating the Faculty's educational offer for Polish-speaking students,
- cooperation in designing studies conducted in Polish,
- cooperation in modifying existing study programs,
- preparing opinions based on the evaluation of new and verification of existing study programs and syllabi,
- cooperating with the electronic media coordinator and the candidate liaison coordinator in informing external stakeholders,
- preparing reports on the evaluation of the methods used to achieve the assumed and approved learning outcomes,
- reviewing the fulfilment of requirements and the method of evaluating theses,
- performing other tasks related to teaching in Polish, including tasks resulting from the faculty's Education Quality Assurance and Improvement System.

Working group for teaching resources

The Dean proposes the composition of the Working Group for Teaching Resources after consultation with the relevant Coordinator. The Team is then appointed by way of a relevant resolution of the Program Council of the Faculty of Food Technology, and the Dean implements the appointment. It is headed by the Teaching Resources Coordinator, who initiates and directs the Team's work.

The main tasks of the Teaching Resources Working Group are:

- verification, development, and optimisation of the availability of equipment, materials, and infrastructure supporting the teaching process;
- verifying the teaching equipment in lecture halls and laboratories;
- creating and implementing guidelines for the quality of teaching resources;
- participating in educational and research projects related to teaching;
- analysing the opinions of students and academic teachers on the availability of resources and preparing guidelines.

In accordance with their competences, the Dean appoints Coordinators:

- for classroom observation,
- education quality,
- graduate monitoring,
- Personal Data Protection Officer/Local Information Security Coordinator,
- SGGW Days Organisation Officer,
- Internship Coordinator,
- candidate relations,
- electronic media,
- equal treatment of students,
- students with disabilities,
- scholarships,
- international cooperation,
- cooperation with employers,
- library and information resources,
- teaching resources.

The dean may also appoint other coordinators, depending on the faculty's teaching activities and the needs of quality education.

Class observation coordinator

The scope of duties of the Class Observation Coordinator includes:

- developing a framework plan for classroom observation before the start of the semester and conducting classroom observation of randomly selected academic teachers and doctoral students, as well as employees from outside the University, in all fields and levels of study;
- verifying the received observation reports and presenting them to the observed person for comment;
- in special situations, organising a meeting between the Dean and/or Vice-Dean and the Director and/or Deputy Director of the Institute and representatives of the team with the observed employee, during which measures are taken to help the employee improve the quality of their teaching;
- Submitting a written report on the classroom observations to the education quality coordinator after the end of each semester.

Education Quality Coordinator

The tasks of the Education Quality Coordinator include:

- supervising the collection of data necessary for the functioning of the system;
- coordinating activities aimed at preparing the Faculty of Food Technology for accreditation;
- responding to entries in the Quality Window on an ongoing basis;
- analysing student surveys evaluating staff and courses;
- evaluating forms related to the verification of learning outcomes;
- coordinating the preparation of information on the quality of education, disseminated by electronic and traditional means.

Graduate Monitoring Coordinator

The tasks of the Graduate Monitoring Coordinator include:

- collecting and compiling data on the careers of graduates of the Faculty of Food Technology;
- carrying out activities aimed at improving the process of monitoring the fate of graduates to increase the value of the data obtained;
- preparing information on their activities, disseminated by electronic and traditional means;
- providing the Dean with the results of surveys concerning the careers of graduates of the Faculty of Food Technology.

Personal Data Protection Coordinator/Local Information Security Coordinator

The tasks of the Personal Data Protection Coordinator/Local Information Security Coordinator include:

- cooperating in the preparation of personal data entrustment/re-entrustment agreements;
- keeping records of entrustment agreements;
- co-keeping records of the Faculty's agreements on the processing of personal data;
- keeping a register of persons authorised to process personal data at the Warsaw University of Life Sciences (WTŻ);
- conducting periodic reviews of WTŻ's personal data protection policies.

Coordinator for the organisation of SGGW Days

The scope of tasks of the Coordinator for the organisation of SGGW Days includes:

- contacting representatives of the Faculty's socio-economic environment to ensure cooperation in the organisation of SGGW Days;
- organising the stand of the Faculty of Food Technology/Institute of Food Sciences during SGGW Days;
- control of expenditure during SGGW Days;
- cooperation with the electronic media coordinator in the field of visual presentation of organised activities, their promotion, and reporting in the electronic media.

Internship coordinators

The main tasks of the Internship Coordinators include:

- developing rules for internships appropriate for specific fields of study;
- informing students about the rules governing internships and providing ongoing support in selecting internship placements through consultations;
- supervising the internship process;
- considering, in cooperation with the Vice-Dean, students' applications related to internships;
- preparing information about its activities, disseminated by electronic and traditional means;
- making entries in the eHMS system.

Candidate Liaison Coordinator

The tasks of the Candidate Contact Coordinator include:

- supervising communication with candidates for studies and presenting the Faculty's educational offer;
- organising meetings with candidates at the Faculty and stands at university meetings;
- organising educational activities aimed at young people;
- supervising the purchase of promotional materials;
- cooperating with the electronic media coordinator in the visual design of organised activities, their promotion, and reporting in electronic media.

Electronic Media Coordinator

The tasks of the Electronic Media Coordinator include:

- preparing a consistent visual identity for the Faculty and graphic solutions for the Faculty's informational or occasional activities;
- supervising the Faculty's website and electronic media;
- cooperating with faculty coordinators and other persons undertaking activities for the Faculty in the field of visual presentation of organised activities, their promotion and reporting in electronic media.

Coordinator for Equal Treatment of Students

The tasks of the Student Equal Treatment Coordinator include:

- disseminating knowledge and collecting information on the equal treatment of students at the Faculty of Food Technology;
- taking action to clarify reported situations concerning violations of the principles of equal treatment of students (both by students and by persons conducting classes with students);
- providing the Dean and Vice-Dean with information on situations that indicate a possible failure to comply with equal treatment and taking further joint awareness-raising and corrective measures;
- cooperating with the electronic media coordinator in the visual presentation of organised activities, their promotion, and reporting in electronic media.

Coordinator for Students with Disabilities

The tasks of the Coordinator for Students with Disabilities include:

- informing persons with disabilities and persons with other special needs about the possibility of receiving support, including access to specific rights and services, and indicating the units/persons responsible at the Faculty for ensuring accessibility in specific areas;
- informing about factors that are harmful, burdensome, or dangerous to health, and other challenges related to undertaking education in specific fields at the Faculty;
- providing information on scholarships and other forms of financial assistance guaranteed for students with disabilities;
- assisting Faculty staff who teach classes attended by students with disabilities;
- taking measures to eliminate architectural and psychological barriers that prevent students with disabilities and students with other special needs from participating in the academic community;
- taking measures to shape the correct attitudes of Faculty staff towards people with disabilities;
- informing BOND of any irregularities, events, or circumstances that may affect the accessibility and situation of persons with special needs;
- coordinating the purchase of equipment to support the learning process for persons with disabilities.

Scholarship Coordinators

The tasks of Scholarship Coordinators include:

- coordinating activities carried out as part of the process of awarding social scholarships and financial aid to students of a specified field of study;
- reviewing scholarship and financial aid applications;
- preparing annual reports.

International Cooperation Coordinator

The tasks of the International Cooperation Coordinator include:

- organising recruitment for exchange studies under the Erasmus+ program;
- cooperation in organising international exchanges of teaching staff;
- organising stays for academic teachers arriving under the "Staff mobility for teaching" program;
- cooperation with partner universities in the field of teaching;
- organising the stay of official foreign delegations;
- coordinating the Faculty's teaching offer for foreign-language students;
- cooperation in designing studies conducted in English;
- cooperating with the electronic media coordinator in the field of visual presentation of organised activities, their promotion, and reporting in electronic media.

Employer Relations Coordinator

The tasks of the Coordinator for Cooperation with Employers include:

- monitoring the Faculty's cooperation with entities from the socio-economic environment;
- coordinating the educational offer in cooperation with entities from the economic environment;
- compiling a list of signed cooperation agreements and documenting the activities of Faculty employees in the field of cooperation with external stakeholders;
- updating the address database and corresponding with persons from the economic environment cooperating with the Faculty;
- building relationships in the socio-economic environment by representing the Faculty at trade fairs, conferences, and meetings;
- preparing an annual report on the Department's activities for the socio-economic environment;
- cooperating with the electronic media coordinator in the field of visual presentation of organised activities, their promotion, and reporting in the media.

Library and Information Resources Coordinator

The tasks of the Library and Information Resources Coordinator include:

- collecting information on library resources, disseminated by electronic and traditional means;
- contact with employees of the SGGW Library and employees of the SGGW Publishing House;
- contacting employees of the Institute of Food Sciences and student representatives of the Faculty of Food Technology to inform them about current library matters;
- resolving issues related to the availability of library resources;
- conducting an annual survey sent to WTŻ student advisors and class representatives regarding access to library and information resources;
- cooperating with the electronic media coordinator in the visual presentation of organised activities, their promotion, and media coverage.

Teaching Resources Coordinator

The responsibilities of the Teaching Resources Coordinator include:

- organising the work of the teaching resources working group;
- developing and optimising the availability of equipment, materials, and infrastructure supporting the teaching process;
- verifying the teaching equipment in lecture halls and laboratories;
- creating and implementing guidelines for the quality of teaching resources;
- participation in educational and research projects related to teaching;

- analysing the opinions of students and academic teachers on available resources and preparing guidelines.

Year tutor

The tasks of the Year Tutor include:

- informing students about initiatives undertaken at the Faculty/University,
- advising and assisting students in solving problems related to their studies,
- maintaining constant contact with the year representative on current issues related to the organisation of the teaching process,
- informing the Faculty authorities about issues of concern to students,
- inspiring and coordinating the activities of the student community for the benefit of the University,
- shaping students' personal culture and stimulating their scientific interests.

7. Processes

The system operates based on activities linked to coherent processes for ensuring and improving the quality of education that make use of available resources. These processes are consistent with the areas supervised within the university's system of quality assurance and improvement in education, as listed in the resolution of the Rector's Committee for Quality in Education on the List of educational processes in accordance with the requirements of point 5.1 of Annex 3 to Senate Resolution No. 67-2019/2020. The list of education processes is included in Appendix 2 to this document.

8. Procedures

The system is implemented through procedures that provide a detailed institutional framework for education quality assurance and improvement processes.

These procedures define the rules and standards of conduct for these processes, including planning, implementation, monitoring, evaluation, and improvement.

The procedures may be detailed in instructions, regulations, or forms.

The procedures used within the System may be supervised at the University or Faculty level.

Procedures, instructions, regulations, and forms supervised at the Faculty level are prepared by persons designated by the Dean. These documents are formally approved for use by the Dean, based on a decision. Before approving them, the Dean may request an opinion from the Program Council or Coordinators.

9. Resources

Ensuring adequate resources is a prerequisite for implementing processes and achieving educational quality objectives. The Faculty, in cooperation with the Institute, takes all possible measures to ensure the best possible knowledge, human, material, and financial resources. The Dean is responsible for coordinating the provision of the appropriate resources needed to implement the processes. Resources are subject to verification during System reviews.

The provision of facilities for the educational process at all levels and modes of study conducted at the Faculty of Food Technology is the responsibility of the Director of the Institute of Food Sciences and the other Directors of Institutes at the Warsaw University of Life Sciences, whose employees teach FFT students. A list of the infrastructure used in the educational process at the Faculty of Food Technology is included in Appendix 3 to this document.

10. Tools

The System's basic functions are supported by numerous tools for collecting and processing data describing its operational facts.

The data collected within the System enable regular, reliable, and multidimensional assessment of the quality of education and provide a reliable basis for its improvement.

The tools used within the System can be implemented at the University or Faculty level. These tools are linked into a coherent information system used for the needs of the Faculty.

The basic tools for monitoring, evaluating, and improving the quality of education, together with a general schedule for their use, are listed in the Rector's Ordinance of the Education Quality Committee regarding the WSZiDJK tool catalogue at SGGW. This catalogue is open-ended, and other tools may also be used as needed.

11. Supervision of documentation and records

The Education Quality Coordinator supervises the System's documentation, and supervision of the documentation is carried out in accordance with point 6 of Appendix No. 3 to Senate Resolution No. 67-2019/2020, which states:

"Documents related to the functioning of the System shall be stored for a period of 5 calendar years by the persons responsible for the System. Documentation of the course of studies shall be collected and stored in accordance with separate regulations. These shall be stored in accordance with separate regulations. Documentation confirming the achievement of the intended learning outcomes (including exams, final projects, projects, internship reports, documents confirming oral verification) shall be stored by the persons responsible for this verification for the duration of education at a given level, extended by one academic year. Documentation of partial credits is stored by the persons responsible for the subject for the duration of the next cycle. It is possible to store the documentation electronically. The documentation is stored in accordance with the guidelines on personal data protection and information security.

The current system documentation is available on the Faculty's website.

12. Improvement

The system is subject to regular evaluation of its effectiveness and improvement as part of annual reviews. During these reviews, the effectiveness of the structures, processes, and tools for managing the quality of education at the Faculty, as well as the resources necessary to conduct education, is verified.

Conflicts, incidents, and complaints are reported to the Dean and, after being decreed, are considered by persons holding managerial positions at the Faculty or University in accordance with their competences as provided for in the Statutes of the Warsaw University of Life Sciences or specific regulations.

The Faculty website features a QUALITY WINDOW. It is a form created to optimise the quality of education at the Faculty. University employees, students, and external stakeholders can use it to submit comments and suggestions for possible changes in the Faculty's teaching and administrative operations. The form is anonymous. Requests for changes are forwarded by the education quality coordinator directly to the Faculty authorities, who take appropriate corrective action based on the comments and problems reported.

Continuous improvement of educational quality is implemented through the Deming cycle, with systematic improvement measures. These actions, initiated from the bottom up or top down, are implemented in connection with identified changes in the Faculty's environment, needs and/or problems, as well as in

response to incidents, complaints, and identified non-conformities (as a result of internal and/or external assessment).

Each non-compliance identified within the system is identified and analysed. A system of corrective, remedial, and preventive actions is used to ensure continuous improvement of the System.

13. Information policy

The information policy is conducted in accordance with point 7 of Appendix No. 3 to Senate Resolution No. 67-2019/2020, which states:

"The System implements an information policy whose aim is to establish public access to data concerning, among other things, the education quality policy and education objectives, identified processes, implemented procedures, results of monitoring and improvement of processes, intentions and implementation of set objectives concerning the quality of education. Communication with stakeholders takes place through closed (including e-mail, eHMS system, letters) and open (including websites, social media) communication channels."

14. Detailed procedures of WSZiDJK at WTŻ

The system is implemented through procedures that provide a detailed institutional framework for ensuring and improving the quality of education. These processes align with the areas supervised within the university's system of quality assurance and educational improvement. They are listed in the Rector's Committee for Quality in Education's resolution and in the List of education processes, in accordance with the requirements of point 5.1 of Annex 3 to Senate Resolution No. 67-2019/2020.

Procedure I: Procedure for ensuring and improving the quality of education

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules and actions concerning the procedure for ensuring the quality of education, assessing and mitigating risks related to the education process, improving the quality of education, as well as documenting the Internal System for Ensuring and Improving the Quality of Education (hereinafter referred to as the System) at the Faculty of Food Technology of the Warsaw University of Life Sciences (hereinafter referred to as the Faculty).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The procedure covers the following areas:

- ensuring and improving the quality of education;
- incidents;
- risk;
- innovation;
- system documentation.

3. Definitions

- *education process* – a systematic, planned, intentional, and long-term set of closely related teaching activities performed by teachers and learning activities performed by students, aimed at achieving the intended learning outcomes
- *risk* – assessment of the likelihood of an undesirable phenomenon occurring as a result of a decision or probable independent events
- *innovations* – purposeful (with clearly defined effects that can be achieved thanks to them), planned (with a well-thought-out schedule of activities), organised (anticipating the necessary resources), and controlled (with a specific method of evaluation) programmatic, organisational, or methodological solutions aimed at improving the quality of education

4. Responsibility

All employees involved in the education process at the Faculty of Food Technology, including students, doctoral students, and postgraduate students, are responsible for applying the procedure.

The owner of the procedure is the Education Quality Coordinator.

5. Description

- 5.1. The Faculty ensures the quality of education in accordance with the requirements of the law, the provisions of the System, ethical attitudes, and good practices of the faculty's culture of education quality.

- 5.2. The Faculty assesses the risks related to the quality of education and takes appropriate measures to mitigate them.
- 5.3. The Faculty is open to implementing innovations in the field of education quality and the system of ensuring and improving education quality. The information necessary to identify and develop new solutions is drawn primarily from internal sources, which are the results of analyses carried out using the tools in the System in accordance with the Schedule for the use of tools, as well as from external sources. The Dean supervises the implementation of innovations.
- 5.4. The Faculty documents and analyses incidental events related to ensuring and improving the quality of education and analyses them as part of a periodic review of the system.
- 5.5. Corrective and preventive actions are taken in response to detected or potential irregularities. The Dean of the Faculty approves individual actions, indicating the person or persons responsible for their implementation and evaluation of their effectiveness, as well as the deadline for their implementation.
- 5.6. System Documentation
 - 5.6.1. System documents are marked with capital letters of the alphabet and Arabic numerals. Procedures are marked with the letter "P", instructions with "I", and forms with "F". In addition, each procedure has a name and a sequential number written in Roman numerals. Instructions and forms are assigned to procedures; therefore, they also have a Roman numeral identifying the procedure and an Arabic numeral specifying the sequential number of the document assigned to that procedure. A period "." is used as a separator.
 - 5.6.2. Changes to the System are made in response to identified needs or changes in legal provisions and internal regulations. The education quality coordinator supervises the validity of the provisions. Updates are made as needed.
 - 5.6.3. The Dean and Vice-Dean, coordinators, or other persons designated by the Dean are responsible for the development and amendment of system documents.
 - 5.6.4. The document is submitted to the Dean, who may refer it for consultation.
 - 5.6.5. Upon accepting the document, the Dean issues a decision on its introduction and date of entry into force.
 - 5.6.6. Each amendment to the document introduces a new edition identified by the date of the Dean's decision approving it for use.
 - 5.6.7. A copy of the document with the Dean's approval is forwarded to the Education Quality Coordinator, who supervises the document.
 - 5.6.8. The document is communicated to the academic community via the website or by email by the Education Quality Coordinator.
 - 5.6.9. The Education Quality Coordinator supervises system documents.
- 5.7. Regular reviews of the System are conducted at the Faculty at least once a year by the Dean together with the Vice-Dean, coordinators, and working groups.
- 5.8. The procedure is subject to verification during the review of the System.

6. Attachments

none

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology, Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure II. Procedure for ensuring the quality of research and teaching staff, teaching staff, and other employees

Release date: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules and activities related to the development of research and teaching staff responsible for the education process and the participation of other employees of the Institute of Food Sciences (hereinafter referred to as the Institute) and representatives of business practice participating in the education process within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System) at the Faculty of Food Technology (hereinafter referred to as the Faculty).

2. Scope

The procedure applies to:

the following fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

3. Definitions

- *academic teacher* – a person working at a higher education institution based on the Act of 20 July 2018, on Higher Education and Science. In accordance with the Act, academic teachers are employed as research and teaching staff, research staff, and teaching staff
- *visiting professor (from abroad)* – a person working at a higher education institution abroad, employed as an academic teacher, who has obtained the Dean's consent to conduct classes and meets the requirements specified in separate regulations
- *non-academic staff member* – a person working in an organisational unit of the Institute, employed in a position other than that of an academic teacher, who performs activities supporting the education process within the scope of their duties
- *representative of business practice* – a person employed in socio-economic institutions other than a university, who has professional knowledge and experience which they pass on to students, doctoral students, and postgraduate students as part of their formal education described in the study program
- *doctoral student* – a participant in the Doctoral School

4. Responsibility

All employees involved in the educational process at the Faculty of Food Technology, including students and doctoral students, are responsible for applying the procedure.

The owner of the procedure is the Director of the Institute and the Dean of the Faculty.

5. Description

5.1. Employment

- 5.1.1. Academic teachers are employed in accordance with the Statutes of the Warsaw University of Life Sciences, in the manner and on the terms specified in the *Law on Higher Education and Science*.

- 5.1.2. A visiting professor, hosted by the Faculty at the invitation of the unit or as part of exchange programs, is involved in teaching activities after obtaining the Dean's consent on the terms and conditions specified in the regulations of these programs or individually by the Dean, in accordance with *the Act on Higher Education and Science*.
- 5.1.3. An employee who is not an academic teacher is employed in accordance with the Statutes of the Warsaw University of Life Sciences based on the provisions of *the Labour Code* and the Work Regulations of the Warsaw University of Life Sciences, and is involved in the education process, performing work other than teaching.
- 5.1.4. A representative of business practice conducts teaching activities based on individual civil law contracts or cooperation agreements, or as part of other activities promoting the institution they represent.
- 5.1.5. Doctoral students conduct classes as part of third-cycle studies.
- 5.2. Scope of competences and responsibilities
 - 5.2.1. The scope of competences and responsibilities of an academic teacher is defined in the SGGW Statutes. If a teacher performs other functions or other work, e.g. in projects, the scope of competences and responsibilities is determined individually.
 - 5.2.2. The scope of competences and responsibilities of employees who are not academic teachers is determined individually.
 - 5.2.3. The scope of competences and responsibilities of a representative of business practice is determined individually by the Head of the department in which they teach and is supervised by them.
 - 5.2.4. The regulations of the Doctoral School determine the scope of competences and responsibilities of doctoral students.
- 5.3. Classroom observation, monitoring, and performance evaluation
 - 5.3.1. The work of academic teachers is monitored and subject to regular evaluation.
 - 5.3.2. The tools used to monitor the work of academic teachers include: classroom observations, student surveys, graduate surveys, verification of the achievement of the intended learning outcomes, verification of theses, and periodic teacher evaluation.
 - 5.3.3. Academic teachers are subject to periodic evaluation in accordance with the rules set out in the SGGW Work Regulations.
 - 5.3.4. Classroom observations are conducted in accordance with Instruction I.II.1. Thesis verification is conducted in accordance with Instruction I.II.2. Verification of the achievement of the intended learning outcomes is conducted in accordance with Procedure VI. Other tools for monitoring academic teachers' work are used in accordance with university-wide rules.
 - 5.3.5. Periodic evaluation of academic teachers is carried out in accordance with the provisions of the Regulations for the evaluation of academic teachers at the Warsaw University of Life Sciences.
 - 5.3.6. The work of employees who are not academic teachers is evaluated in accordance with the rules set out in the Regulations of the Warsaw University of Life Sciences.
 - 5.3.7. The participation of practitioners from external institutions in teaching activities is reported to the Coordinator for Cooperation with Employers on form F.II.4. The coordinator is responsible for the organisation and quality of classes within a given subject.
 - 5.3.8. The quality of teaching by doctoral students is monitored through classroom observations or student opinion surveys.
- 5.4. Improvement measures for teaching staff and support staff are taken individually, according to identified needs. The Director of the Institute, who works with the heads of departments, is

responsible for improving staff. The Rector's awards and diplomas of recognition from the Institute's Director may be awarded for outstanding scientific, teaching, and organisational activities.

5.5. The procedure is subject to verification during the review of the System.

6. Appendices

Instruction I.II.1. Observation of teaching classes

Instruction I.II.2. Verification of diploma theses

Form F.II.1. Plan for observing classes

Form F.II.2 Report on observation of classes

Form F.II.3. Report on the verification of diploma theses

Form F.II.4. Conducting classes in cooperation with practitioners

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology, Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure VI. Procedure for managing the teaching process

Ordinance No. 137 of the Rector of the Warsaw University of Life Sciences of 30 December 2021 on the introduction of the Regulations for the evaluation of academic teachers at the Warsaw University of Life Sciences

Procedure III. Procedure for developing and monitoring study programs

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the activities related to launching a new field of study, as well as the development and monitoring of study programs and syllabi. These activities are undertaken as part of the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System) at the Faculty of Food Technology (hereinafter referred to as the Faculty).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- launching fields of study, designing the curriculum and study plan;
- development of syllabi;
- monitoring and updating of education programs and study plans, as well as learning outcomes and syllabi.

3. Definitions

- *field of study* – a distinct part of one or more areas of education, implemented in a manner specified by the education program
- *educational program* – a description of consistent learning outcomes specified by the university, in accordance with the Polish Qualifications Framework, and a description of the educational process leading to the achievement of these outcomes, together with ECTS points assigned to individual modules of this process
- *ECTS credits* – credits defined in *the European Credit Transfer and Accumulation System* as a measure of the average workload of a learner necessary to achieve the intended learning outcomes
- *learning outcomes* – the knowledge, skills, and social competencies acquired in the process of education in the study system
- *benchmarking of a field of study* – comparison of processes and practices in the field of education in a given field of study conducted by the Faculty with similar faculties considered to be outstanding
- *module* – a group of courses covering similar program content
- *subject* – classes covering specific program content

4. Responsibility

All employees of the Institute of Food Sciences (hereinafter, the Institute), students, doctoral students, and postgraduate students are responsible for applying the procedure.

The owner of the procedure is the Dean.

5. Description

- 5.1. Launching fields of study and postgraduate studies

- 5.1.1. The Faculty analyses the results of the recruitment process and, after discussion between the Dean's Office and the Institute's College, decisions are made regarding the implementation of individual fields of study.
- 5.1.2. Benchmarking of offered or planned fields of study is carried out as needed. It takes into account the offerings of both domestic and foreign universities.
- 5.1.3. The rules for monitoring the professional careers of graduates are set out in Procedure XII.
- 5.1.4. Based on the results of the monitoring of the educational offer on the education market and the labour market conducted by the Faculty, taking into account the results of the review of educational programs and syllabi, as well as information from other domestic and foreign sources, including studies by opinion-forming institutions, the opinions of members of the Program Council, employees of the Institute of Food Sciences, or representatives of the socio-economic environment, the Dean, after consultation with the Director of the Institute and the Program Council, decides to appoint a Team for the creation of a new field of study and to begin work on the creation of a new field of study.
- 5.1.5. The team for the creation of a new field of study prepares a proposal for the curriculum and study plan, also specifying the learning outcomes and graduate profile for the first and/or second cycle of education. The proposed curriculum is prepared and processed in accordance with the applicable resolution of the Senate of the Warsaw University of Life Sciences on the rules for creating and changing first-cycle, second-cycle, and uniform master's degree programs.
- 5.1.6. Syllabi for courses or modules should be prepared using the *SylabusSGGW* application.
- 5.1.7. Specialisations within the first-cycle and second-cycle fields of study are introduced based on a decision by the Dean, in consultation with the Institute's College.
- 5.1.8. Any academic teacher may submit a proposal to launch postgraduate studies to the Dean. After obtaining the Program Council's opinion, the Dean approves the preparation of the documentation required to launch postgraduate studies. Postgraduate studies are created, launched, and discontinued by the Rector at the request of the Dean. Postgraduate education is based on the postgraduate study program adopted by the Senate of the Warsaw University of Life Sciences in accordance with the applicable Resolution of the Senate of the Warsaw University of Life Sciences.
- 5.2. Monitoring and improvement
 - 5.2.1. Educational programs, study plans, and expected learning outcomes are reviewed once a year. The Dean and Vice-Dean conduct the review at the first- and second-cycle levels in cooperation with the Education Quality Coordinator. In contrast, postgraduate studies are conducted by the postgraduate program managers. The review reports are prepared by the persons conducting the review. The conclusions of the assessment and proposals for change are submitted (after consultation with the Education Quality Coordinator) to the Dean, who requests that the Program Council give its opinion on the proposed changes.
 - 5.2.2. Changes to the syllabi of courses/modules are introduced by the academic teachers responsible for the course, as a result of the verification of learning outcomes after the completion of the education cycle. Changes may be made based on, among other things, conclusions from teaching evaluation surveys, the course/module coordinator's and employers' opinions, and monitoring graduates' professional careers. Changes are made no later than before the start of the next education cycle.
- 5.3. The procedure is subject to verification during the review of the System.

6. Attachments

none

7. Related documents

Resolution No. 59-2022/2023 of 24 April 2023, of the Senate of the Warsaw University of Life Sciences on the rules for creating and amending first-cycle, second-cycle, and uniform master's degree programs, as amended

Resolution No. 44-2023/2024 of the Senate of the Warsaw University of Life Sciences of 26 February 2024 on the adoption of rules for conducting postgraduate studies at the Warsaw University of Life Sciences

Procedure IV. Recruitment procedure

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules and activities related to the recruitment process for candidates for studies at the Faculty of Food Technology (hereinafter referred to as the Faculty) within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- rules for the qualification of candidates for studies;
- admission limits;
- the recruitment process;
- recognition of learning outcomes;
- transfer from other fields of study and universities.

3. Definitions

- *learning outcomes* – the knowledge, skills, and social competencies acquired in the process of education within the study system
- *validation of learning outcomes* – a formal process of verifying learning outcomes organised institutionally outside the study system and learning that is not organised institutionally, carried out in a manner and using methods that increase the knowledge, skills, and social competences

4. Responsibility

All employees of the Institute of Food Sciences (hereinafter, the Institute), students, and postgraduate students are responsible for applying the procedure.

The owner of the procedure is the Dean.

5. Description

- 5.1. Recruitment for first-cycle and second-cycle studies is carried out in accordance with the provisions of the SGGW Statutes, based on relevant Senate resolutions concerning the rules of recruitment in a given academic year, as well as the relevant Senate Resolution on the rights of winners of competitions and contests.
- 5.2. Recruitment is based on a centralised electronic system for registration and communication with candidates, supervised by the University Recruitment Committee and operated by the SGGW IT Centre.
- 5.3. The admission requirements for candidates for first-cycle and second-cycle studies and admission limits are developed by the Dean and reviewed by the Program Council. They are then forwarded to the Senate Committee on Teaching and Education, which, after approval, forwards them to the Senate. They are published in the information booklet for candidates and on the University's website.

- 5.4. Admission limits for individual fields of study, levels, and modes of study at the Faculty are developed based on the results of previous years' admissions, labour market needs, availability of human and non-human resources, staff-to-student ratio, the number of students expelled after one semester of study and those who did not commence their studies, as well as demographic conditions.
- 5.5. The body responsible for the recruitment process at the Faculty is the Dean, who carries out their activities through a designated member of the University Recruitment Committee. After the recruitment process is completed, the Faculty representative on the Recruitment Committee prepares a report, which is presented to the Program Council in accordance with the Schedule for the use of tools.
- 5.6. Recruitment for postgraduate studies is based on the university's postgraduate study regulations and is supervised by the postgraduate study manager after the recruitment process is completed.
- 5.7. Learning outcomes are confirmed in accordance with the rules laid down by the Senate of the Warsaw University of Life Sciences.
- 5.8. The conditions for transferring from other universities and fields of study are specified in the university regulations and determined individually by the Vice-Dean, in accordance with the law, based on an analysis of the student's completed education program and the learning outcomes achieved at their previous place of study. On this basis, the subjects/modules the student must complete in addition are determined, as is the semester for which they will be admitted.
- 5.9. The procedure is subject to verification during the review of the System.

6. Attachments

Form F.IV.1. Transfer from the Faculty of Food Technology

Form F.IV.2. Transfer to the Faculty of Food Technology

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology, Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Current internal acts concerning:

- the rules of admission to first-cycle studies, uniform master's studies, and second-cycle studies at the Warsaw University of Life Sciences,
- the rights of winners of academic competitions and contests,
- determining the number of places in the first year of studies.

Procedure V. Procedure for organising the education process

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the organization of the educational process, the organization of the academic year, the planning of classes, as well as the selection of elective courses, administrative services, and the documentation of the course of study at the Faculty of Food Technology (hereinafter referred to as the Faculty) within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- organisation of the educational process;
- organization of the academic year;
- class scheduling;
- selection of elective courses;
- documentation of the course of study;
- administrative services.

3. Definitions

- *elective course* – a course offered as an elective that students can choose from a pool of courses offered by the faculty; it is a course whose ECTS credits are included in the overall pool of credits for the program

4. Responsibility

All employees involved in the educational process at the Faculty of Food Technology, students, doctoral students, and postgraduate students, are responsible for applying the procedure.

The owner of the procedure is the Dean.

5. Description

- 5.1. The Faculty offers full-time and part-time first-cycle and second-cycle studies, as well as postgraduate studies.
- 5.2. First-cycle and second-cycle studies and postgraduate studies are conducted in accordance with the university-wide regulations.
- 5.3. The academic calendar is in accordance with the Rector's annual ordinance on the organisation of the academic year. If the regulations so provide, the Dean may order a change in the calendar for the 7th semester of full-time studies.
- 5.4. The semester schedule is created by a designated administrative employee before the start of the semester, taking into account the comments of students, employees, and occupational health and safety. After consultation with the Student Council, the class schedules are approved by the Dean,

who first verifies the compliance of the program and study plan. The Dean's signature on the class schedule is tantamount to confirming the schedule's and study program's compliance. Annual class schedules for postgraduate studies are determined individually by the program directors.

- 5.5. Students or listeners submit comments on the class schedule through their representatives to the Dean or the head of postgraduate studies.
- 5.6. Classes during the semester are conducted in accordance with the established class schedule. If it is necessary to cancel a class or change its date, the instructor shall, on an individual basis, inform the representatives of the students concerned of this fact and agree with them on the form and manner as well as the date and time of making up the class, taking into account the availability of classrooms. The Dean or Vice-Dean or the head of studies and the dean's office of the relevant field and mode of study shall be informed in writing of the cancellation of classes and the arrangements for making up for them, in accordance with Instruction I.V.2.
- 5.7. Classes at the Faculty take the form of lectures, auditorium exercises, laboratory exercises, and project exercises. Some classes may be conducted as e-learning or field classes. The Dean and program directors, as well as department heads and subject/module coordinators, are responsible for organising classes. For classes conducted outside the university, the instructor must inform the Dean or Vice Dean in writing.
- 5.8. Optional courses, conducted in accordance with the study plan, may be proposed by employees of the Institute or employees from outside the Institute, as well as representatives of the socio-economic environment.
- 5.9. Optional subjects are selected by students in accordance with Instruction I.V.1. As part of the optional subjects, students may also take subjects from the list of University Elective Courses (UZO) and subjects taught outside the University, with the consent of the Dean or Vice-Dean. The Dean decides on elective courses offered in a given semester in consultation with the Vice Dean.
- 5.10. The Dean of the Faculty may request the Director of the Institute to verify the consistency of education with the scientific research conducted by individual academic teachers.
- 5.11. The documentation of the course of studies is carried out by the dean's office, in accordance with applicable regulations, including study regulations.
- 5.12. Administrative support for first- and second-cycle studies is provided by the dean's office, whose work is monitored by the vice-dean.
- 5.13. All Institute employees and doctoral students are required to set consultation hours.
- 5.14. The procedure is subject to verification during the System review.

6. Attachments

Instruction I.V.1. Rules and deadlines for declaring elective courses

Instruction I.V.2. Procedure in the event of cancellation/transfer of classes

Form F.V.1. Application for a change of elective course

Form F.V.2. Information on the cancellation/transfer of classes and the date of their replacement

7. Related documents

Current Decision of the Dean of the Faculty of Food Technology on the organisation of the academic year at the Faculty of Food Technology

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology of the Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure VI. Procedure for managing the teaching process

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to describe the rules and activities related to the education process concerning conducting classes, completing internships and work placements, assessing students, progressing to subsequent assessment periods, transferring from other universities and fields of study, preparing a thesis, anti-plagiarism procedures, diploma examinations, verification of the achievement of learning outcomes, and ethics in education at the Faculty of Food Technology (hereinafter referred to as the Faculty) within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- the teaching process;
- internships and work placements;
- student assessment;
- transition to subsequent accounting periods;
- transferring from other universities and fields of study;
- preparation of a thesis;
- anti-plagiarism procedure;
- diploma exam;
- verification of the achievement of the intended learning outcomes;
- ethics in education.

3. Definitions

- *teaching process* – a logical sequence of activities performed by both the academic teacher and the student, leading to changes in the student's knowledge, skills, and competences, and thus to the achievement of the qualifications set out in the study program

4. Responsibility

All employees involved in the education process, students, doctoral students, and postgraduate students, are responsible for applying the procedure.

The owners of the procedure are the Dean and the Vice-Dean.

5. Description

5.1. Teaching process

- 5.1.1. Teaching activities are conducted in accordance with the curriculum and study plan based on detailed rules specified in the course syllabi and constitute the basis for achieving the intended learning outcomes.

- 5.1.2. The faculty sends teaching assignments to the directors of institutes, who distribute the assignments among academic teachers of individual departments, taking into account the consistency of education with the academic teacher's research activities.
- 5.2. Internships and work placements
 - 5.2.1. Internships and work placements are conducted in accordance with the study program and plan, as well as the class schedule, according to detailed rules specified in the course syllabi, and constitute the basis for achieving the intended learning outcomes.
 - 5.2.2. The procedure for completing and passing internships is specified in the regulations for student professional internships (Instruction I.VI.1).
 - 5.2.3. Internship Coordinators coordinate domestic student internships and placements. The International Cooperation Coordinator coordinates foreign student placements. Foreign internships, carried out as compulsory internships resulting from the study program, are coordinated by Internship Coordinators in consultation with the International Cooperation Coordinator.
 - 5.2.4. Internship Coordinators conduct an annual review of completed internships in terms of the organisation of the process and the degree to which the intended learning outcomes have been achieved, taking into account the opinions of internship providers, and prepare reports which are presented to the Program Council in accordance with the Schedule for the use of tools.
- 5.3. Assessment and conditions for passing courses
 - 5.3.1. First- and second-cycle students and postgraduate students are assessed in accordance with the study regulations based on criteria specified by the lecturers in the syllabuses of the subjects/modules.
 - 5.3.2. The conditions for passing courses are in accordance with the applicable study regulations. They are determined each time by the author of the subject syllabus applicable in a given cycle of education and enforced by the person responsible for the subject.
 - 5.3.3. Documentation confirming the achievement of the intended learning outcomes is stored in accordance with the provisions of point 11 of this document.
 - 5.3.4. Final grades are archived in electronic form in the university-wide eHMS system and in paper form in the dean's office.
- 5.4. Transition to subsequent accounting periods
 - 5.4.1. The conditions for transition to subsequent accounting periods are specified in the university-wide study regulations.
 - 5.4.2. Instruction I.VI.2 regulates the requirements for completing a period of study under international exchange programs.
 - 5.4.3. At the beginning of each semester, the dean's office prepares information on the transition to the next settlement period for individual fields of study, degrees, and modes of study at the first and second cycle for the preceding semester. This document includes summary data on the number of students with a specific status based on information obtained from the eHMS system (ds. S – student, V – condition, N – resumption, P – repetition). This information is forwarded to the Vice-Dean, who includes it in the semester report on the evaluation of studies for the Program Council, in accordance with the Schedule.
- 5.5. Preparation of the thesis
 - 5.5.1. Theses for first-cycle and second-cycle studies are prepared in accordance with Instruction I.VI.3.
 - 5.5.2. Thesis supervisors for first- and second-cycle studies are selected from among the Institute's employees and from among employees from outside the Institute in accordance with the current resolutions of the Program Council. The Program Council reviews the candidacies of

research and teaching staff, or of teaching staff who are not independent researchers, for thesis supervision. With the Vice-Dean's consent, students may choose a supervisor who is not an employee of the University.

- 5.5.3. Students are assigned to seminar groups by the Vice-Dean based on their declarations and the availability of places.
- 5.5.4. Thesis topics are proposed by potential supervisors, but may also be proposed by students and external stakeholders. Before students make their selection, the topics are verified in terms of their compatibility with the field of study, including their engineering nature in the case of first-cycle studies and their research nature in the case of second-cycle studies, and then approved by the Vice-Dean in accordance with the guidelines of the Program Council. The deadlines for submitting thesis topics are specified in the study regulations. Changes to the topic (Form F.VI.5) or supervisor require notification and approval by the Vice-Dean.
- 5.5.5. The selection of the thesis topic is carried out in accordance with Instruction I.VI.4.
- 5.5.6. Theses are submitted in accordance with Instruction I.VI.5.
- 5.5.7. The quality of completed theses is verified after the end of the calendar year, on a selected sample of theses, by the Working Group for Teaching in Polish. Verification is carried out to ensure compliance with the field of study and learning outcomes, in accordance with Instruction I.II.2. A report is prepared for the verification of theses.

5.6. Anti-plagiarism procedure

- 5.6.1. The verification of the originality of theses is carried out in accordance with Instruction I.VI.6.

5.7. Diploma examination

- 5.7.1. Students may take the diploma examination for first-cycle and second-cycle studies after obtaining all the necessary credits and submitting the required diploma thesis. The Vice-Dean is responsible for organising the diploma examination. The topics covered in the diploma examination are announced to students one semester in advance by posting a list on the Faculty's website.
- 5.7.2. In the case of bachelor's studies, students may take the final exam after obtaining all the necessary credits.
- 5.7.3. Diploma examinations for first-cycle and second-cycle studies are conducted in accordance with the applicable Study Regulations at the Warsaw University of Life Sciences. Additional internal rules are included in Instructions I.VI.7 and I.VI.8 for first- and second-cycle studies, respectively.
- 5.7.4. The assessment of the thesis by the Supervisor and Reviewer is carried out in accordance with Instruction I.VI.9.

5.8. Ethics in education

- 5.8.1. The Faculty adheres to the highest ethical standards. Every employee involved in the educational process, including students and postgraduate students, is required to comply with the study regulations and ethical principles described in the "Code of Ethics for Researchers of the Polish Academy of Sciences" and the "Code of Ethics for Students." Violations of ethical principles are reported as incidents to the Dean or Vice-Dean, who take appropriate action, which may result in referral of the matter to a specific university disciplinary committee.

5.9. Verification of the achievement of learning outcomes

- 5.9.1. At the end of each semester, the person responsible for the course verifies the achievement of the intended learning outcomes in accordance with Instruction I.VI.10.
- 5.9.2. The education quality coordinator analyses the results of the verification of learning outcomes. The results of the analysis are approved by the Dean and presented to the Program Council in accordance with the Schedule for the use of tools. The education quality coordinator

supervises the verification of learning outcomes in postgraduate studies carried out by their managers.

5.11. The procedure is subject to verification during the System review.

6. Appendices

Instruction I.VI.1. Regulations for student internships

Instruction I.VI.2. Requirements for completing a period of study under international exchange programs

Instruction I.VI.3. Detailed requirements for diploma theses completed at the Faculty of Food Technology

Instruction I.VI.4. Selection of a thesis topic

Instruction I.VI.5. Instructions for submitting a thesis

Instruction I.VI.6. Verification of the originality of theses

Instruction I.VI.7. Rules for conducting the diploma examination in first-cycle studies

Instruction I.VI.8. Rules for conducting the diploma examination in second-cycle studies

Instruction I.VI.9. Assessment of theses

Instruction I.VI.10. Verification of learning outcomes

Form F.VI.1. Application for extension of the examination session

Form F.VI.2. Application for recognition of a scientific article published in a peer-reviewed journal included in the list of scientific journals announced in the current communiqué of the Ministry of Science and Higher Education as a diploma thesis, or for recognition of a chapter in a monograph reviewed by external reviewers as a diploma thesis

Form F.VI.3. Application for acceptance of a scientific article or chapter in a monograph reviewed by external reviewers as the basis for a thesis

Form F.VI.4. Statement by co-authors

Form F.VI.5. Application for a change of thesis topic

Form F.VI.6. Application for postponement of the deadline for submitting a thesis

Form F.VI.7. Verification of learning outcomes in postgraduate studies

Form F.VI.8. Application for repeating a semester of study

Form F.VI.9. Application for advance completion of courses

Form F.VI.10. Application for conditional registration

Form F.VI.11. Application for removal from the student register

Form F.VI.12. Application for a dean's leave of absence

Form F.VI.13. Application for special leave

Form F.VI.14. Application for medical leave

Form F.VI.15. Application for resumption of studies

Form F.VI.16. Application for deferral of payment for educational services

Form F.VI.17. Application for payment of educational services fees in instalments

Form F.VI.18. Application for a duplicate ID card

Form F.VI.19. Application for credit by examination

Form F.VI. 20. Application for a change of field of study

Form F.VI.21. Application for a change in the form of study

Form F.VI.22. Application for a refund of educational services fees

Form F.VI.23. General application

Form F.VI.24. Application for recognition of classes conducted in the form of a tutoring process as elective classes

7. Related documents

Current Decision of the Dean of the Faculty of Food Technology on the organisation of the academic year at the Faculty of Food Technology

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology of the Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Ordinance No. 100 of the Rector of the Warsaw University of Life Sciences of 22 September 2021, on the introduction of "Guidelines for the preparation of diploma theses at the Warsaw University of Life Sciences"

Current detailed requirements for the preparation of theses at the Faculty of Food Technology

Procedure VII. Procedure for research and development activities

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules for research and development activities, the transfer of knowledge to economic practice, and the popularization of science at the Institute of Food Sciences (hereinafter referred to as the Institute), as well as the student scientific movement at the Faculty of Food Technology (hereinafter referred to as the Faculty) within the Internal System for Ensuring and Improving the Quality of Education (hereinafter referred to as the System).

2. Scope

The procedure applies to:

the following fields of study: food technology and human nutrition, food safety, commodity science and food marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- conducting research and development activities;
- knowledge transfer and popularisation of science;
- student scientific movement.

3. Definitions

- *research and development activities* – systematic creative work undertaken to increase the stock of knowledge, including knowledge of man, culture, and society, as well as to find new applications for this knowledge. Research and development activities include *basic research* – original experimental or theoretical research undertaken primarily to acquire new knowledge about the fundamentals of phenomena and observable facts, without a focus on direct practical application or use; *applied research* – research undertaken to acquire new knowledge, primarily oriented towards practical application; *industrial research* – research aimed at acquiring new knowledge and skills to develop new products, processes, and services; *development work* – acquiring, combining, shaping, and using currently available knowledge and skills to plan production and create and design new, modified, or improved products, processes, and services
- *knowledge transfer* – activities aimed at making knowledge available to other people and institutions
- *popularisation of knowledge* – activities aimed at bringing the results of scientific research closer to the general public and presenting scientific issues to a wide audience

4. Responsibility

All employees of the Institute of Food Sciences (hereinafter, the Institute) involved in research and development activities, as well as doctoral students and students of the Faculty, are responsible for applying the procedure.

The owner of the procedure is the Institute's Director.

5. Description

- 5.1. Research and development is one of the core activities of the Institute, which complements the teaching activities of the Faculty.

- 5.2. Academic teachers conduct scientific research consistent with the fields of study offered by the Faculty.
- 5.3. Research and development work carried out by academic teachers is conducted, among other things, as part of university and external grants (domestic and international), in accordance with the law and university regulations.
- 5.4. Once a year, the Institute prepares a report on its scientific and research activities, which includes an assessment of its scientific level. The Institute's Director presents this report to the relevant Council.
- 5.5. The Institute ensures the widest possible transfer of knowledge, which takes place mainly through the publication of research results, presentations at conferences and seminars, lectures, and training courses.
- 5.6. The Institute's employees involved in research and development activities and the Faculty's students take an active part in the popularisation of science. The main forms of popularising science are popular science presentations and lectures, popular science books, and publications and broadcasts in the press, on radio, on television, and on the Internet.
- 5.7. The Faculty and the Institute support student movements. The main form of student scientific movement is scientific societies. Its guardian supervises the current activities of a scientific circle. Once a year, scientific societies prepare a report on their activities, which the society's guardian presents to the Program Council.
- 5.8. The procedure is subject to verification during the review of the System.

6. Attachments

none

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology of the Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure VIII. Internationalization procedure

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the scope of internationalization of the Faculty's teaching activities, including the range of courses in foreign languages offered by the Faculty to domestic and international students, and the mobility of students of the Faculty of Food Technology (hereinafter referred to as the Faculty) within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- courses in foreign languages offered by the Faculty to domestic and international students;
- the offer of places at foreign partner universities;
- mobility of students and doctoral students.

3. Definitions

- *internationalisation* – the process of integrating the international, intercultural, and global dimensions into the goals, functions, and operations of the Faculty
- *mobility* – willingness to temporarily reside outside one's place of permanent residence and to conduct scientific research and study outside the Faculty

4. Responsibility

All employees of the Institute of Food Sciences (hereinafter, the Institute) and students of the Faculty are responsible for applying the procedure.

The owner of the procedure is the International Cooperation Coordinator.

5. Description

- 5.1. Internationalisation is an activity that is part of the strategy of the Warsaw University of Life Sciences and its education quality policy. The main forms of internationalisation are the implementation of studies in English, cooperation with foreign institutions and representatives in the field of teaching, internships, traineeships, and dissemination activities.
- 5.2. Academic teachers conduct classes in foreign languages for students from Poland and abroad. Courses in foreign languages are offered as regular courses in the English-language study program and as optional courses in second-cycle studies, all of which are included in the university-wide course offerings submitted in accordance with university procedures. Courses in foreign languages are subject to verification in accordance with Procedure P.II.
- 5.3. The faculty welcomes visiting professors and academic teachers arriving as part of teaching programs, who conduct classes for faculty students during their stay.

- 5.4. Internationalisation is also reflected in the integration of international students with Polish groups, which promotes the exchange of scientific views and the exploration of intercultural differences.
- 5.5. The Faculty strives to provide the widest possible range of student mobility opportunities and supports their efforts to take advantage of mobility opportunities outside the University.
- 5.6. The Rector approves domestic and foreign travel based on a positive opinion from the Vice-Dean.
- 5.7. The International Cooperation Coordinator coordinates student mobility.
- 5.8. The internationalisation of the Faculty's activities and student mobility is subject to monitoring and periodic review, and the results are presented to the Program Council.
- 5.9. The procedure is subject to verification during the review of the System.

6. Attachments

none

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology, Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure II. Procedure for ensuring the quality of research and teaching staff and other employees

Procedure IX. Procedure for cooperation with internal and external stakeholders

Date of issue: 19 January 2026

Edition: 5.0

1. Object

The purpose of the procedure is to define the rules of cooperation with the socio-economic environment, other research centres in Poland and abroad, and the student council at the Faculty of Food Technology (hereinafter referred to as the Faculty) within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to all academic teachers employed at the Institute of Food Sciences (hereinafter, the Institute).

The scope of the procedure covers the following areas:

- cooperation with the socio-economic environment;
- cooperation with other research centres in Poland and abroad;
- cooperation with the student council.

3. Definitions

- *socio-economic environment* – a set of external factors, processes, and institutions that influence the functioning of the Faculty
- *external stakeholders* – social and economic entities (individuals and institutions) operating outside the Faculty, influencing its functioning or remaining under its influence
- *internal stakeholders* – social entities (individuals and institutions) operating within the Faculty, influencing its functioning and/or being influenced by it

4. Responsibility

All employees of the Institute of Food Sciences (hereinafter, the Institute) and students of the Faculty are responsible for applying the procedure.

The owner of the procedure is the Coordinator for Cooperation with Employers.

5. Description

- 5.1. The Faculty is open to cooperation with the broadly understood socio-economic environment, other scientific units in Poland and abroad, and its stakeholders, both internal and external.
- 5.2. The Coordinator for Cooperation with Employers is responsible for coordinating cooperation with external stakeholders.
- 5.3. Cooperation with external stakeholders takes place based on informal and formal agreements. Formal agreements may take the form of dedicated contracts or broader cooperation agreements. Cooperation agreements with entities from the socio-economic environment are signed in accordance with the university's procedure.
- 5.4. The Faculty and the Institute cooperate with the socio-economic environment through consultations and joint scientific and teaching initiatives, as well as through the dissemination of knowledge in the field of food technology.
- 5.5. The Faculty and the Institute establish and develop cooperation with other research centres in Poland and abroad in the field of research and development, teaching, and dissemination, including through the organisation of and participation in conferences.

- 5.6. The Faculty and the Institute monitor cooperation with entities from the socio-economic environment, which is coordinated and reviewed by the Coordinator for Cooperation with Employers. Every two years, the Coordinator prepares a report on the Faculty's cooperation with the economy and presents it to the Program Council.
- 5.7. The Faculty has a student council, which operates based on internal regulations. Representatives of the council participate in the Faculty's opinion-forming and decision-making bodies on the terms specified in the WULS Statutes. Once a year, the council reviews its activities and submits a report to the Program Council.
- 5.8. The procedure is subject to verification during the System review.

6. Attachments

none

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology of the Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure X. Procedure for managing resources for teaching, research, and development work

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules for ensuring resources for conducting research, development, and education, as well as measures to support students in the areas of science, teaching, administration, and social affairs at the Institute of Food Sciences (hereinafter referred to as the Institute) and the Faculty of Food Technology (hereinafter referred to as the Faculty) as part of the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies throughout the Institute and the Faculty.

The scope of the procedure covers the following areas:

- resources for research, development, and education;
- support measures for persons with disabilities and students in the areas of science, teaching, administration, and social affairs.

3. Definitions

- *resources* – material, intangible, financial, and informational resources necessary for the Faculty to operate

4. Responsibility

All employees of the Institute of Food Sciences (hereinafter, the Institute) are responsible for applying the procedure.

The owners of the procedure are the Institute's Director and the Dean.

5. Description

- 5.1. The Faculty and the Institute strive to provide the best possible resources for conducting scientific research, teaching, dissemination, and other activities.
- 5.2. The Director of the Institute is responsible for providing resources, and the Dean is responsible for some of the resources assigned to the Faculty.
- 5.3. The Director of the Institute, together with the heads of departments, conducts ongoing verification of the Institute's resources and identifies any new needs.
- 5.4. The Faculty and the Institute assess their resources in terms of their ability to ensure the appropriate quality of education. The verification tools include a periodic review of resources. The review is conducted at the Institutes by a working group for teaching resources, a coordinator for library and information resources, and department heads. The conclusions of the resource review are compiled every two years in a report by the chair of the working group for teaching resources. The report is submitted to the Dean and Director of the Institute.
- 5.5. Based on the reviews, conclusions are formulated regarding the replenishment of equipment and the plan for repairs and renovations of existing stocks.
- 5.6. The Faculty supports students in the areas of science, teaching, administration, and social issues.
- 5.7. Students receive academic and teaching support from academic teachers through consultations, seminars, and other subjects related to the preparation of their thesis. Consultations are held regularly or as needed. Regular consultations are provided for at least one hour per week. The dates of

regular consultations are determined by academic teachers at the beginning of each semester and made public. Academic teachers may also conduct consultations remotely, e.g., by email.

- 5.8. Students can apply for social support. As part of the university-wide Financial Aid Fund, every student in the Faculty can apply for financial assistance through various scholarships and grants. Scholarships and grants also take into account the needs of people with disabilities and promote outstanding students. The rules for granting financial aid are set out in the university-wide regulations governing the amount, awarding, and payment of financial aid to students of the Warsaw University of Life Sciences.
- 5.9. Each student may contact their year supervisor to obtain assistance with any problems they encounter in the course of their education.
- 5.10. The Faculty has appointed an Equal Treatment Coordinator who takes action to investigate reported violations of the principles of equal treatment of students.
- 5.11. The Faculty strives to provide the best possible educational conditions for students with disabilities. The Dean appoints a Coordinator for Students with Disabilities. Students with disabilities study in accordance with the applicable study regulations.
- 5.12. The Faculty monitors the means and methods of student support. Every two years, the scholarship coordinators for individual fields of study conduct a review, the results of which are presented to the Program Council.
- 5.13. The procedure is subject to verification during the System review.

6. Attachments

none

7. Related documents

Ordinance No. 95 of the Rector of the Warsaw University of Life Sciences of 30 September 2024, on the introduction of the Regulations on benefits for students of the Warsaw University of Life Sciences

Procedure XI. Information management procedure

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules for collecting and analysing information on the quality of education, as well as promoting and publishing information on the functioning of the Faculty of Food Technology (hereinafter referred to as the Faculty) and the Institute of Food Sciences (hereinafter referred to as the Institute) within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to the entire Institute and the Faculty.

The scope of the procedure covers the following areas:

- the system for collecting and analysing information on the quality of education;
- promotion and publication of information on the functioning of the Faculty and the Institute.

3. Definitions

none

4. Responsibility

All employees involved in the education process, as well as students and postgraduate students, are responsible for applying the procedure.

The owners of the procedure are the Education Quality Coordinator, the Candidate Contact Coordinator, and the Electronic Media Coordinator.

5. Description

- 5.1. The Faculty strives to collect information related to the quality of education and the functioning of the System effectively and efficiently. The information is collected and stored in accordance with the provisions of section 11 of this document.
- 5.2. Information related to the quality of education and the functioning of the System is part of the Faculty's information policy.
- 5.3. The Dean is responsible for the Faculty's information policy.
- 5.4. The Candidate Relations Coordinator and the Electronic Media Coordinator coordinate the Faculty's information policy.
- 5.5. The main permanent elements of the Faculty's information policy include providing information on educational programs, study plans, syllabi, class schedules, internal regulations, internal and external news and events, stakeholder opinion survey results, changes in external and internal regulations, visiting professors, and cooperation with the socio-economic environment.
- 5.6. The main channels of information are: meetings of the Discipline Council, meetings of the Institute Council, meetings of the Program Council, the Faculty's website, social media, emails, announcements, posters, department and unit staff meetings, face-to-face meetings with students, doctoral students, postgraduate students, employees, and other stakeholders of the Faculty and Institute.
- 5.7. The Faculty strives to promote its educational and scientific offer as widely as possible. Regular promotional activities include: the WUAA YouTube channel, WUAA Days, WUAA Open Days, meetings

with secondary school students, promotional guides and brochures, posting information on the Faculty's website and social media, and all activities related to knowledge transfer.

5.8. The Faculty applies uniform visual identification standards in accordance with the university's rules.

5.9. The procedure is subject to verification during the System review.

6. Attachments

none

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology, Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Procedure XII. Procedure for surveying the opinions of internal and external stakeholders

Date of issue: 19 January 2026

Edition: 5.0

1. Purpose

The purpose of the procedure is to define the rules for conducting and using the results of surveys assessing teaching activities, teaching staff, and administrative services by students, doctoral students, and postgraduate students, as well as monitoring the professional careers of graduates, monitoring student workload, and collecting information as part of the "Quality Window" and from external evaluations and opinions of employers and practitioners at the Faculty of Food Technology (hereinafter referred to as the Faculty) as part of the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System).

2. Scope

The procedure applies to the entire Institute of Food Sciences (hereinafter, the Institute) and the entire Faculty.

The scope of the procedure covers the following areas:

- surveys of students and postgraduate students regarding the evaluation of classes, lecturers, and administrative services;
- monitoring the professional careers of graduates;
- feedback from employers, internship providers, and students on internships;
- quality window;
- external evaluations.

3. Definitions

- *quality window* – a place on the Faculty's website where Faculty stakeholders can submit comments and suggestions related to the quality of education

4. Responsibility

All employees involved in the educational process at the Faculty of Food Technology, as well as students and postgraduate students, are responsible for applying the procedure.

The owner of the procedure is the Education Quality Coordinator.

5. Description

- 5.1. The Faculty collects and analyses the opinions of internal and external stakeholders on the quality of education. These opinions form one of the bases for improving the system.
- 5.2. The Faculty uses a university-wide student opinion survey to evaluate courses and instructors. The survey is conducted voluntarily using the eHMS electronic system.
- 5.3. Each academic teacher evaluated in the student and postgraduate opinion survey has access to their ratings.
- 5.4. The Education Quality Coordinator analyses the aggregate results of the opinion survey. The conclusions of the analysis contained in the report, after approval by the Dean, are presented to the Program Council.
- 5.5. The Education Quality Coordinator qualifies the comments submitted by students in the eHMS system.
- 5.6. The Faculty monitors the professional careers of its graduates through the Graduate Career Monitoring Coordinator in cooperation with the Rector's Representative for Graduate Career Monitoring. The data

obtained from the monitoring is used to improve education programs and the education process. The report prepared by the Graduate Career Monitoring Coordinator is presented to the Program Council.

- 5.7. The Faculty provides internal and external stakeholders with the opportunity to express their opinions within the "Quality Window," which is supervised by the Education Quality Coordinator. Depending on their content, the reports received are used by the Education Quality Coordinator, the Vice-Dean, and the Dean for ongoing crisis response. Once a year, the Education Quality Coordinator prepares a report on the functioning of the "Quality Window," which, after approval by the Dean, is presented to the Program Council. These reports are also used in preparing proposals for changes to the System and teaching programs.
- 5.8. The faculty undergoes mandatory evaluations and accreditations by external institutions, and may also apply for voluntary evaluation. The Dean submits the request for an external evaluation to the external institution. The conclusions of external evaluations are presented to the Program Council. Based on these conclusions, improvement measures are taken.
- 5.9. The procedure is subject to verification during the review of the System.

6. Attachments

none

7. Related documents

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology of the Warsaw University of Life Sciences – Schedule for the use of education quality monitoring tools

Ordinance No. 12 of the Rector of the Warsaw University of Life Sciences of 8 March 2022, on the introduction of a student survey template for evaluating academic teachers in terms of their fulfilment of educational duties

Procedure XIII. Procedure for conducting the education process in emergencies

Date of issue: 19 January 2026,

Issue: 5.0

1. Purpose

The purpose of the procedure is to define the rules within the Internal System for Quality Assurance and Improvement in Education (hereinafter referred to as the System) concerning the implementation of the education process in extraordinary situations (e.g., during a pandemic), particularly in the scope of conducting classes that can be taught using distance learning methods and techniques in all fields of study and levels of education, in full-time and part-time studies, as well as in postgraduate studies conducted at the Faculty of Food Technology (hereinafter referred to as the Faculty).

2. Scope

The procedure applies to:

fields of study: food technology and human nutrition, food safety, food science and marketing, food science – technology and nutrition;

levels: first-cycle studies, second-cycle studies, postgraduate studies;

forms: full-time studies, part-time studies.

The scope of the procedure covers the following areas:

- the teaching process;
- student assessment;
- documentation of the education process;
- documenting the method of verifying the achievement of the intended learning outcomes;
- diploma examination.

3. Definitions

none

4. Responsibility

All employees involved in the education process, including students and postgraduate students, are responsible for applying the procedure.

The owners of the procedure are the Dean and the Vice Dean.

5. Description of operation

- 5.1. If it is necessary to conduct the educational process in extraordinary circumstances, classes are conducted in accordance with the Regulations for conducting classes using distance learning methods and techniques with the use of Microsoft Teams software.
- 5.2. The verification of learning outcomes acquired through distance learning is carried out in accordance with the rules set out in the relevant ordinance of the Rector of the Warsaw University of Life Sciences.
- 5.3. The graduation process is carried out using distance learning methods and techniques in accordance with the current internal regulations on this issue.
- 5.4. In matters other than those specified in this procedure, the Dean may, in justified situations, decide to modify the adopted procedures to ensure the proper conduct of the education process, provided that this is in accordance with the applicable regulations.

5.5. The procedure is subject to verification during the review of the System.

6. Attachments

none

7. Related documents

Procedure VI. Teaching process management procedure

Appendix 4 to the Internal System for Quality Assurance and Improvement in Education at the Faculty of Food Technology, Warsaw University of Life Sciences - Schedule for the use of education quality monitoring tools

Ordinance No. 4/2021 of the Rector of the Warsaw University of Life Sciences of 18 January 2021, on the introduction of Regulations for conducting classes using distance learning methods and techniques with the use of MS Teams software by the Warsaw University of Life Sciences

Ordinance No. 46 of the Rector of the Warsaw University of Life Sciences of 26 June 2020, on the rules for conducting diploma examinations outside the University's premises using electronic means of communication

Ordinance No. 133 of the Rector of the Warsaw University of Life Sciences of 17 November 2020, on the rules for verifying the achievement of learning outcomes specified in the study program outside the University, using electronic means of communication

15. Instructions

Instruction I.II.1. Observation of classes

Date of issue: 19 January 2026

Edition: 4.0

1. **Purpose and scope:** The purpose of the instruction is to define the rules for conducting classroom observations at the Faculty of Food Technology (hereinafter referred to as the Faculty) and to define the scope and course of classroom observations
2. **Scope of the instructions:** The instructions apply to all employees of the Institute of Food Sciences (hereinafter referred to as the Institute) involved in research, teaching, and doctoral studies, as well as employees from outside the Institute and the University, in all fields and levels of study.
3. **Responsible person:** The observation coordinator or persons designated by them are responsible for conducting the observation.
4. **Class observation procedure:**
 - 4.1. Classroom observations apply to University employees and persons from outside the University who teach classes in all fields of study offered by the Faculty (excluding technical and administrative staff), doctoral students, and all newly hired employees (in research and teaching, teaching positions). If an employee undergoing observation is evaluated positively by the Observation Working Group and in student surveys, they are exempt from observation evaluation for the next 4 years. In justified situations, an employee may be subject to re-observation during this period. If a member of the Classroom Observation Working Group is to be observed, they are excluded from the Group's work for the duration of the assessment of their classes.
 - 4.2. The selection of persons to be observed is made by members of the Working Group for Classroom Observation. Classroom observation may also be conducted at the request of interested parties, including the Dean, students, department heads, employees, and doctoral students.
 - 4.3. Before the start of each semester, the Working Group for Classroom Observation develops a framework plan for classroom observation (Form F.II.1). It notifies the persons who will be evaluated in a given semester.
 - 4.4. Representatives of the Classroom Observation Working Group participate in the assessed classes conducted by the observed employee. After the class or during a break between classes, they meet with the students participating in the class and separately with the instructor. During these meetings, they formulate questions based on which they make a thorough assessment of the classes conducted.
 - 4.5. The Classroom Observation Working Group evaluates the following elements of the teaching process:
 - punctuality of the start and end of classes,
 - the accuracy of the content, its completeness and comprehensibility,
 - compliance of the content with: the study program and the syllabus,
 - the manner and ability to convey knowledge,
 - adjusting the pace of classes to the students' abilities,
 - ensuring that classes form a thematic whole related to the content of the entire course,
 - linguistic correctness,
 - use of existing audiovisual resources.
 - 4.6. The working group for classroom observation prepares a report on the observation of teaching activities (Form F.II.2), in which it presents its assessment, comments, and recommendations, which are forwarded to the Dean and the person observed. The person observed has the right to respond to the comments contained in the report within 7 days of receiving it. In the event of a negative assessment, a

meeting is organised between the Dean, Director or Deputy Director of the Institute and representatives of the Working Group for Classroom Observation with the observed employee, during which measures are taken to help the employee improve the quality of their teaching. If necessary, preventive measures may be introduced for all Institute employees who conduct classes.

- 4.7. At the end of each semester or academic year, the coordinator of the Classroom Observation Working Group is required to submit a written report on the classroom observations to the Education Quality Coordinator.

5. Related documents:

Form F.II.1. Class observation plan

Form F.II.2. Report on classroom observation

Syllabi

Polish Qualifications Framework (PRK)

Study program

Student survey results

Graduate survey results

Student comments

Instruction I.II.2. Verification of diploma theses

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of these instructions is to define the rules for verifying theses at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all theses completed within the Faculty of Food Technology.
3. **Responsible person:** The Chair of the Working Group for Teaching in Polish is responsible for verifying theses.
4. **Verification of theses:**
 - 4.1. The Working Group carries out the analysis of the level of completed theses for Teaching in Polish after the end of each semester in which thesis defences were conducted.
 - 4.2. Three theses are randomly selected for analysis, with an average grade ranging from 3.00-3.75, 3.76-4.50 and 4.51-5.00 for each field of study, degree and mode of study. If there are not enough theses in a given range, the number of theses assessed is reduced accordingly.
 - 4.3. The analysis concerns the assessment of the conformity of the thesis topic with the field of study in which it was carried out, the fulfilment of formal requirements, the substantive and stylistic quality of the thesis, and the conformity of the opinions of the supervisor and reviewer.
 - 4.4. The results of the Working Group's analysis are presented in the thesis analysis report (Form F.II.3).
 - 4.5. Based on the completed forms, the Working Group prepares a thesis analysis report containing conclusions from the analysis and, if necessary, suggestions and/or recommendations aimed at improving the quality of the theses. When preparing the report, the Working Group may request consultation with the thesis supervisor and/or the reviewer.
 - 4.6. This report is presented to the Program Council after obtaining the opinion of the Education Quality Coordinator and forwarding it to the Dean and Vice Dean.
5. **Related documents:**

Form F.II.3. Thesis verification report

Instruction I.V.1. Rules and deadlines for declaring elective courses

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of the instructions is to define the rules and deadlines for declaring elective courses at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all elective courses offered by the Faculty of Food Technology
3. **Responsible person:** Vice-Dean
4. **Description of the activity:**
 - 4.1. Optional courses may be proposed by Institute staff and external stakeholders. Their preparation may also be commissioned to an Institute employee by the Director of the Institute at the request of the Dean. The student council may also notify the Dean of the need to prepare an optional course on a specific topic.
 - 4.2. The list of elective courses offered in a given semester is provided to students via the electronic system.
 - 4.3. Optional courses are selected by students at the end of the academic year for the entire following academic year. Students make their final selection of optional courses in the electronic system. The selection of optional courses must be consistent with the number of ECTS credits assigned to elective courses in the study plan for a given semester.
 - 4.4. The Dean or Vice Dean makes the final decision on launching an elective course. If an insufficient number of students register for an elective course, those who registered receive a message in the electronic system and are required to choose another elective course.
 - 4.5. A student requesting a change of the selected elective course is required to submit an appropriate application (Form F.V.1) to the Vice-Dean.
 - 4.6. As part of the elective courses, students may also take courses from the list of University Elective Courses and courses taken outside the University, after obtaining the prior consent of the Vice Dean.
5. **Related documents:**

Form F.V.1. Application for a change of elective course

Instruction I.V.2. Procedure in the event of cancellation/transfer of classes

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of these instructions is to define the rules of procedure in the event of cancellation/transfer of classes at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all employees and external stakeholders conducting classes at the Faculty of Food Technology.
3. **Responsible person:** Vice-Dean
4. **Description of action:**
 - 4.1. Classes during the semester are conducted in accordance with the established class schedule.
 - 4.2. If it becomes necessary to cancel classes or change the date, the lecturer shall individually inform the students through their representative (e.g., class president, group representative) about the fact and determine the form, manner, date, and time of making up the classes.
 - 4.3. The Vice-Dean and the Dean's Office shall be informed in writing of the cancellation of classes and the arrangements for making them up, in accordance with form F.V.2.
5. **Related documents:**

Form F.V.2. Information on the cancellation/transfer of classes and the date of their make-up

Instruction I.VI.1. Regulations for student internships

Date of issue: 3 March 2023

Edition: 6.0

REGULATIONS FOR STUDENT INTERNSHIPS

Faculty of Food Technology

Warsaw University of Life Sciences

§ 1

1. The regulations for student professional internships, hereinafter referred to as the INTERNSHIP REGULATIONS, define the rules for organising student professional internships, hereinafter referred to as INTERNSHIPS, at the Faculty of Food Technology.
2. Completion of an internship, in accordance with the learning outcomes and study program, is mandatory for all full-time and part-time first-cycle students, second-cycle students of food science: technology and nutrition, and postgraduate students (if the internship is included in the study plan) of the Faculty of Food Technology and is a prerequisite for graduation.

§ 2

1. The internship documentation consists of:
 - a. Regulations for student professional internships at the Faculty of Food Technology of the Warsaw University of Life Sciences;
 - b. Agreement on the conduct of student professional internships, hereinafter referred to as the AGREEMENT (template – Appendix 1);
 - c. Student professional internship logbook, hereinafter referred to as the INTERNSHIP LOGBOOK (template – Appendix 2);
 - d. Framework program of internships, hereinafter referred to as the INTERNSHIP PROGRAM (template – Appendices 3a-d);
 - e. Referral of a student of the Faculty of Food Technology of the Warsaw University of Life Sciences for an internship, hereinafter referred to as the REFERRAL FOR AN INTERNSHIP (template – Appendix 4).

§ 3

The purpose of the internship carried out by students of the Faculty of Food Technology is:

- a. to deepen the theoretical knowledge acquired during the course of study through practical training within the selected field of study, and in particular:
- b. attempting to put the theoretical knowledge acquired during the course of study into practice,
- c. gaining practical experience in an area consistent with the field of study, including experience in performing professional duties.

Specific objectives:

- a. for students of Food Technology and Human Nutrition: practical training in food technology, familiarization with the organization of work in a food industry plant or official food control unit, detailed knowledge of technological processes in individual production departments, familiarization with the work of auxiliary and service departments, including transport, gathering information on the administration of a food processing plant, production planning and organization, as well as familiarization with work in various positions on production lines and in the plant laboratory.

- b. For students of Food Safety: practical training in food safety, familiarization with the organization of work in a scientific research laboratory or official food control unit, or food industry plant, detailed familiarization with food quality and safety control methods, practical knowledge of the functioning of food safety assurance systems, gathering information on the management of a scientific research laboratory or an in-house laboratory, or a food processing plant, as well as familiarization with work in various positions related to the operation of production lines or in a scientific research laboratory or an in-house laboratory.
- c. For students of Commodity Science and Food Marketing: practical training in food product science, familiarisation with the activities and organisation of food chain enterprises, including in particular food marketing, distribution, quality management systems, food production organisation and management, mass catering, processing, as well as in institutions supporting the functioning of these systems.
- d. For students of Food Science - Technology and Nutrition, the objectives are divided into two areas:
 - 1) practical training in food technology and analysis - familiarization with the organization of work in a food industry plant or official food control unit, detailed knowledge of technological processes in individual production departments, learning about the work of auxiliary and service departments, including transport, gathering information about the administration of a food processing plant, production planning and organization, as well as learning about work in various positions on production lines and in the plant laboratory; 2) nutrition or catering practice – training in collective food planning, learning about the nature of work in HoReCa establishments, professional kitchens/restaurants, collective catering establishments, catering companies, and official food control units operating in this area.

§ 4

1. Students complete their internships in accordance with their study plan, during the summer break, after the end of the basic session, and after the 6th semester of first-cycle studies. Part-time students may complete their internships during the 6th semester of their studies, but the internship must not interfere with the classes required for their studies. Second-cycle students in the field of Food Science - Technology and Nutrition undertake internships in accordance with their study plan during the summer break or after the end of classes in the 2nd and 3rd semesters of study.
2. The total duration of the internship is 160 hours (4 weeks, i.e., 20 working days in an 8-hour workday cycle). If a public holiday falls on a working day, the contract must be signed within 1 day of the holiday. In the case of Food Science - Technology and Nutrition, each internship lasts 3 weeks (120 hours, i.e., 15 working days in an 8-hour workday cycle).
3. Students complete their internship at one workplace, continuously, i.e., for 4 weeks (five working days per week). In justified cases, it is permissible to complete the internship at two different workplaces, as two internships lasting 2 weeks each, provided that each internship is completed continuously and that the total duration of both internships is 160 hours. The consent of the Internship Coordinator and the workplace is required to complete two-week internships at two workplaces. For 2 2-week internships, you must sign 2 agreements, complete 2 internship logs, and prepare 2 reports. In the Food Science - Technology and Nutrition program, each of the two internships lasts 3 weeks, with 5 working days per week.
4. Students are required to sign an annex to the agreement in the event of illness or unforeseen circumstances preventing them from completing the internship within the required time frame.
5. Students on internships are required to work an eight-hour day. The company internship supervisor determines the start and end times of the internship on a given day. In justified cases, at the request of workplace management or the internship supervisor, and with the student's consent, it is permissible to extend the eight-hour working day, provided that the maximum daily working time does not exceed 12 hours and the weekly working time does not exceed 40 hours.

6. Students undertake internships in a workplace (or workplaces) whose profile is consistent with their field of study.
 - a. For students of Food Technology and Human Nutrition, the recommended places for internships are food industry establishments (with more than 10 permanent production staff). Internships in scientific and research laboratories involved in food testing or official food control units are also permitted. In justified cases, with the consent of the Internship Coordinator, internships in catering establishments are also permitted (Appendix 5); internships in workplaces engaged exclusively in commercial activities (e.g., distribution centres, wholesalers, stores) are not permitted.
 - b. for students of Food Safety, the recommended places for internships are: scientific and research laboratories or company laboratories involved in food testing, official food control units, certification and accreditation units in the field of food testing; internships in the production departments of food industry plants are also permitted (with more than 10 permanent production staff); in justified cases, with the consent of the Internship Coordinator, internships in catering establishments are also permitted (Appendix 5); internships in workplaces engaged exclusively in commercial activities (e.g., distribution centres, wholesalers, stores) are not permitted;
 - c. for students of Commodity Science and Food Marketing, the recommended places for internships are food industry establishments (with more than 10 permanent production staff), catering establishments (with more than 5 permanent staff), scientific and research laboratories involved in food testing, and official food control units. Internships in hotels, agritourism farms, and other entities operating in the agribusiness sector, including companies providing food marketing services, are also permitted.
 - d. for students of Food Science – Technology and Nutrition, internships may be carried out in companies and institutions related to food technology and nutrition and are described in syllabuses structured in two areas: 1) technological or research laboratory internship and 2) nutrition or catering internship (Appendix 5). Both options allow for internships to be carried out in official food control units. Internships may be carried out in food industry plants (with more than 5 permanent production staff), companies engaged in food processing, scientific and research laboratories or other entities involved in food testing, as well as official food control units and certification and accreditation units in the field of food testing. Internships may also be carried out at food planning establishments, HoReCa establishments, professional kitchens/restaurants, mass catering establishments, catering companies, and official food control units operating in this area.
7. Students are responsible for finding their own internship placements. When choosing a placement, students should consider the recommendations and guidelines for their field of study in the INTERNSHIP REGULATIONS. If in doubt about the suitability of an internship placement, students may seek the Internship Coordinator's opinion.

§ 5

The Dean of the Faculty of Food Technology may, at the request of a student with a disability (Appendix 6), submit before the date of completion of the module related to the professional internship indicated in the study plan, determine a method and procedure for completing the internship other than that adopted in the internship regulations.

§ 6

1. The basis for the completion of internships by students of the Faculty of Food Technology is an AGREEMENT on the conduct of student professional internships concluded between the Warsaw University of Life Sciences, the Faculty of Food Technology, represented by the Dean of the Faculty of Food Technology, and the workplace. The AGREEMENT specifies the legal basis for the internship, the place and duration of the internship, indicates the obligations of the workplace and the University, and indicates the persons responsible for the proper conduct of the internship. The AGREEMENT must be concluded in three

identical copies, one for each party (the Student, the Faculty of Food Technology, and the workplace), before the start of the internship.

2. It is unacceptable to undertake an internship without first signing the AGREEMENT. An internship undertaken without a signed AGREEMENT is treated as informal and is not recognised by the Faculty of Food Technology. Therefore, it cannot constitute the basis for the student's credit for the internship, even if the other formal conditions are met.
3. Internships may be undertaken based on an Agreement proposed by the workplace after the Dean of the Faculty of Food Technology has approved its provisions.
4. The student may be issued with a PRACTICAL TRAINING REFERRAL, signed by the Practical Training Coordinator.
5. The Internship Coordinator supervises the internship at the Faculty of Food Technology.

§ 7

1. After selecting a potential internship location, the student contacts the workplace to obtain information about the possibility of accepting them for a 4-week internship during the summer break. A representative of the workplace management must give consent for the internship.
2. After obtaining consent for the internship, the student proceeds to organise the formalities related to the internship. To this end, the student:
 - a. submits an internship application to the Internship Coordinator,
 - b. after obtaining approval for the internship, the student downloads the Student Internship Agreement form provided by the Internship Coordinator and fills it out carefully without changing the text format, entering: the full name and address of the workplace, the Full name and position of the person representing the workplace; the Full name and telephone number of the internship supervisor; their Full name and student ID number, the start and end dates of the internship,
 - c. The completed and printed agreement in 3 copies and the FRAMEWORK INTERNSHIP PROGRAM should be delivered in person to the Internship Coordinator during consultation hours.
3. The agreement is sent to the Dean of the Faculty of Food Technology for signature, and then made available at the Dean's Office for collection by the student for delivery to the company and signature by a representative of the company's management authorised to conclude agreements (a personal/company stamp must accompany the signature).
4. After the agreements have been signed by the representative of the company's management, one copy of the agreement should be delivered in person to the Internship Coordinator during consultation hours. The signed agreement should be delivered at least one week before the start of the internship.
5. A few days before the start of the internship, the student should contact the company internship supervisor by phone to arrange the time at which they are to report to the company on the first day.
6. Students do not receive remuneration for the internship.
7. Students cover the costs of travel to the internship location and accommodation themselves.

§ 8

The responsibilities of the workplace where the internship is carried out include:

1. Providing the conditions necessary for the student to complete the internship in accordance with the approved INTERNSHIP PROGRAM, and in particular:
 - a. providing appropriate workstations, necessary equipment, tools, materials, and technical documentation,
 - b. providing appropriate personal protective equipment, footwear, and protective clothing,
 - c. appointing a workplace internship supervisor,

- d. familiarise the student with the company's work regulations, health and safety regulations, and confidentiality rules,
 - e. conducting initial on-the-job training related to the work performed by the student and training in occupational health and safety,
 - f. supervising the student's performance of the tasks assigned to them and the achievement of the internship objectives set out in the INTERNSHIP PROGRAM,
 - g. enabling an authorised representative of the University to monitor the student's professional internship at the workplace.
2. After completion of the professional internship, the workplace is required to issue the student with confirmation of completion of the internship by making an appropriate entry in the internship documentation (INTERNSHIP LOGBOOK) together with an assessment of the course of the internship.

§ 9

A student undergoing an internship has the right to:

1. Acquire and deepen theoretical and practical knowledge by participating in the basic activities of the workplace and performing tasks assigned by an authorised employee of the workplace (Owner, Director, President, Manager, or Internship Supervisor), related to the activities of the workplace and in accordance with the INTERNSHIP REGULATIONS and INTERNSHIP PROGRAM,
2. respect for personal dignity on the part of every representative of the workplace,
3. reporting any irregularities in the implementation of the internship to the Dean of the Faculty of Food Technology or the Internship Coordinator, including situations where the intern considers the work assigned to them to be too burdensome and/or grossly inconsistent with the objectives of the internship. The student has the right to expect the Faculty of Food Technology to take action to resolve problems arising from improper internship conduct. In justified cases, with the consent of the Dean and the Internship Coordinator, the student has the right to interrupt the internship and continue it at another workplace.

§ 10

1. Before commencing the internship, the student is required to:
 - a. familiarise themselves with the INTERNSHIP REGULATIONS,
 - b. Complete all formalities related to the internship.
2. The student is required to complete the internship at the time and place specified in the AGREEMENT.
3. During the internship, the student is required to strive to achieve the objectives set out in the INTERNSHIP REGULATIONS.
4. During the internship, students are required to:
 - a. comply with the INTERNSHIP REGULATIONS and the Study Regulations of the Warsaw University of Life Sciences
 - b. comply with the rules and regulations in force at the workplace, within the scope of which they have been trained. In the event of a student's violation of applicable rules and regulations, the workplace may, in consultation with the university, take appropriate action. The workplace may request the university to dismiss the student from the internship in the event of a gross violation of work discipline. If the disciplinary violation poses a threat to life or health, the workplace may not allow the student to continue the internship.

5. The student shall be subject to disciplinary action for conduct that violates the dignity of the student and the regulations in force at the Warsaw University of Life Sciences.
6. During the internship, the student is required to perform work assigned by an authorised employee of the workplace (Owner, Director, President, Manager, or Internship Supervisor) related to the activities of the workplace and in accordance with the INTERNSHIP REGULATIONS and INTERNSHIP PROGRAM.
7. During the internship, the student is required to keep an INTERNSHIP DIARY, in which they record the course of each day of the internship. The authenticity of the entries in the INTERNSHIP DIARY should be confirmed by the student's signature and the company internship supervisor's signature. At the end of the internship, the INTERNSHIP DIARY should be certified by an authorized employee of the company (owner, director, president, manager, or internship supervisor) in the form of a signature and company stamp company stamp and contain a confirmation of the duration of the internship and the opinion of an authorized employee of the company on the intern's performance of the assigned tasks.
8. A student undergoing a professional internship at a workplace is required to have valid accident insurance (NNW) and civil liability insurance (OC) for the duration of the internship and to present a document confirming such insurance to the internship supervisor on the day the internship begins.
9. A student undergoing a professional internship at a workplace, during which work is undertaken that may result in the transmission of an infection or infectious disease to other people, is required to have a current medical certificate confirming their ability to perform such work and to present this certificate to the internship supervisor on the day the internship begins. The Dean's Office issues referrals for such examinations.
10. After completing the internship, the student is required to prepare an internship report (minimum 3, maximum 5 pages; font TNR 12 pt., line spacing 1.5) containing a description of the workplace and its activities, in accordance with the INTERNSHIP PROGRAM.
11. The student is required to complete an anonymous survey on the course of the student internship, which is completed online, and to provide confirmation of its completion together with the other internship documentation. The information provided in the survey does not affect the credit for the internship.

§ 11

1. The documents required for the internship to be credited are to be submitted by the student in person within the deadline specified by the Internship Coordinator.
2. The Internship Coordinator credits the internship based on:
 - a. a document signed by an authorised representative of the workplace (owner, director, president, manager, or internship supervisor) and bearing their personal or company stamp, certifying that the internship was completed:
 - in a place corresponding to the field of study and in accordance with the INTERNSHIP REGULATIONS;
 - in a scope consistent with the study program and the INTERNSHIP REGULATIONS;
 - b. a positive opinion from the representative of the workplace on the completion of the internship;
 - c. a correctly kept INTERNSHIP DIARY;
 - d. A self-prepared and substantively correct internship report attached to the INTERNSHIP LOGBOOK.
3. Internships are graded on a pass/fail basis, i.e., passed (P), failed (F). The internship coordinator makes an entry in eHMS.
4. Information about the internship completed by the student, in the form of the penultimate and last pages of the INTERNSHIP LOGBOOK, containing confirmation of the completion of the internship, the opinion of the workplace internship supervisor on the course of the internship, and confirmation of the completion of the internship, is archived in the student's personal file. Other documents, i.e., the INTERNSHIP LOGBOOK and the internship report, are archived by the internship coordinator in accordance with the procedures in force at the Faculty of Food Technology.

5. Student internships should be completed within the time limit specified in the Rector's Ordinance of the Warsaw University of Life Sciences regarding the organisation of the academic year for WULS students.
6. If the internship is not completed within the deadline, the student has the right to submit an application to the Vice-Dean of the Faculty of Food Technology with a request for conditional completion of the semester. The application must specify the reasons for not completing the internship, as well as the date and location of the repeat internship.

§ 12

Matters not covered by the Regulations for Student Professional Internships at the Faculty of Food Technology shall be decided by the Dean of the Faculty of Food Technology.

The internship regulations shall enter into force on 3 March 2023.

Attachments:

- | | |
|--------------|---|
| Attachment 1 | Agreement on conducting student professional internships. |
| Appendix 2 | Student internship logbook. |
| Appendix 3a | Framework program for internships in scientific and research laboratories or company laboratories involved in food testing and official food control units. |
| Appendix 3b | Framework program for internships in companies providing services to agribusiness. |
| Appendix 3c | Framework program for internships in catering establishments. |
| Appendix 3d | Framework program for internships in food processing plants. |
| Appendix 4 | Referral of a student of the Faculty of Food Technology at the Warsaw University of Life Sciences for an internship. |
| Appendix 5 | Application for consent to an internship at a catering establishment. |
| Appendix 6 | Application for a change in the manner and procedure of completing student internships by a student with a disability. |

Appendix 1. Agreement on conducting a student internship

AGREEMENT

FOR CONDUCTING STUDENT PROFESSIONAL INTERNSHIPS

concluded at the Warsaw University of Life Sciences, Faculty of Food Technology, ul. Nowoursynowska 166, 02-787 Warsaw, hereinafter referred to as the "UNIVERSITY," represented by the Dean of the Faculty of Food Technology,

and:

.....
represented by:

.....
hereinafter referred to as the "WORKPLACE"

§ 1

The UNIVERSITY refers a student to the WORKPLACE, and the WORKPLACE agrees to accept the student for an internship. Ms./Mr — Student ID no.

.....
student of the Faculty of Food Technology, full-time/part-time, Polish/English-language studies in the field of:

- food safety,
- food technology and human nutrition,
- food science and marketing,
- food science – technology and nutrition

for the period from to (a total of 120/160 hours).

§ 2

1. The professional internship is conducted at the WORKPLACE.
2. After completion of the professional internship, the WORKPLACE issues the student with confirmation of its completion in the internship documentation (logbook) together with an assessment of the course of the internship.
3. The WORKPLACE undertakes to provide the conditions necessary for the student to complete the internship, in accordance with the Framework Internship Program approved by the WORKPLACE, and in particular to:
 - a. providing appropriate workstations, personal protective equipment, footwear, protective clothing, necessary equipment, tools, materials, and technical documentation,
 - b. appointing a workplace internship supervisor,
 - c. familiarising the student with the company's work regulations, health and safety regulations, and confidentiality regulations,
 - d. conducting initial job training related to the work performed by the student and training in occupational health and safety,
 - e. supervising the student's performance of the tasks assigned to them and the achievement of the internship objectives set out in the Internship Framework Program,
 - f. enabling the monitoring of the student's professional internship at the Workplace by an authorised representative of the UNIVERSITY.

§ 3

1. During the professional internship at the WORKPLACE, the student is required to comply with the rules and regulations in force at the WORKPLACE.
2. In the event of a violation of the applicable rules and regulations by the student, the WORKPLACE, in consultation with the UNIVERSITY, shall take appropriate action.
3. The WORKPLACE may request the UNIVERSITY to dismiss the student from the internship in the event of a gross violation of work discipline. If the violation of discipline has resulted in a threat to life or health, the WORKPLACE may refuse to allow the student to continue the internship.
4. The persons authorised to agree on all matters related to the course of professional practice are:
 - b. on behalf of the UNIVERSITY, the Dean of the Faculty of Food Technology and the Internship Coordinator (phone..... , e-mail:)
 - c. on behalf of the Employment Department , tel.
.....

§ 4

The responsibilities of the UNIVERSITY include:

1. Providing, together with the WORKPLACE, educational and pastoral care to the student during the internship,
2. Presenting the WORKPLACE with the Framework Internship Program, which is attached to this Agreement,
3. Conducting supervision and evaluation of the internship.

§ 5

A student undergoing professional internship at the WORKPLACE is required to have valid accident insurance for the duration of the internship and to present a document confirming such insurance to the internship supervisor referred to in § 2(3)(b) on the day the internship begins.

§ 6

A student undergoing professional training at the WORKPLACE, during which work is undertaken that may result in the transmission of infection or infectious disease to other persons, is required to have a current medical certificate confirming their ability to perform such work and to present such a certificate to the training supervisor referred to in § 2(3)(b) on the day the internship begins.

§ 7

1. The student shall not receive any remuneration for the internship.
2. This agreement does not give rise to any financial obligations between the contracting parties.

§ 8

1. The parties to this Agreement declare that, in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), they become controllers of personal data in relation to: representatives and/or proxies of the Parties, designated contact persons, and persons authorized by the Parties to sign any statements on behalf of and for the benefit of a given Party in connection with the conclusion of this Agreement, as well as other persons indicated by the Parties for the purpose and to the extent necessary for the proper performance of this Agreement. Each Party shall fulfil the information obligation under the GDPR in relation to the above-mentioned persons by making available the information clauses attached to this Agreement. The University has provided Appendix 1, and the Employer and/or persons representing it declare that they have been informed of its content.
2. The Parties are also separate controllers of the personal data of the student registered for the internship, whose data is made available in accordance with the provisions of law.

3. The parties declare that they act in accordance with the principles resulting from the provisions of the law on the protection of personal data, in particular the GDPR, and have implemented appropriate technical and organisational measures to ensure the protection of the personal data being processed.

§ 9

1. The Parties undertake to settle any disputes arising from this agreement amicably. If it is not possible to settle disputes amicably, they shall be settled by common courts according to the principles established on general terms.
2. Any amendments to the agreement must be made in writing under pain of nullity.
3. This agreement has been drawn up in three identical copies, one for each party (the Student, the University, and the Employer).

.....
(stamp and signature of the person representing the university
workplace)

.....
(stamp and signature of the person representing the
workplace)

Information clause

for representatives and/or proxies of the Employer

.....
Nazwa Zakładu Pracy

its employees, associates, or other persons designated to liaise with the Warsaw University of Life Sciences. The Warsaw University of Life Sciences (ul. Nowoursynowska 166, 02-787 Warsaw, NIP 5250007425) hereby informs that:

1. It is the Controller of your personal data, which has been obtained from the Workplace or in accordance with point 4), and is processed on behalf of the Controller through the Faculty of Food Technology, ul. Nowoursynowska 159c, 02-776 Warsaw;
2. The Controller has appointed a Data Protection Officer who can be contacted at:iod@sggw.edu.pl – [for matters relating to the processing of personal data](#);
3. all personal data obtained in connection with the conclusion and performance of the main internship agreement (Article 6(1)(b) of the GDPR) will be processed based on the Administrator's legitimate interest (Article 6(1)(f) of the GDPR) in the form of providing the service and enabling contact in this regard, as well as for the purpose of securing any claims, and in accordance with the provisions of law imposing on the University and the student the implementation of student internships (Article 6(1)(c) of the GDPR);
4. personal data of employees/associates obtained from the workplace, in the scope of contact details, business details or details resulting from documents attached to contracts (e.g. in the scope of representatives, copies of the National Court Register, CEiDG) or powers of attorney that have been provided to us are processed based on Article 6(1)(f) of the GDPR as the legitimate interest of the Controller related to the identification of the parties and the performance of the main contract;
5. the recipients of the data will only be persons who are authorized to do so, i.e. employees and associates of the Controller with whom appropriate agreements have been signed, and entities which, based on relevant agreements, process personal data in connection with the performance of services ensuring the proper performance of the main contract and the operation of the University, e.g. by an external entity providing legal services and personal data protection or, in the case of contact via e-mail, by Microsoft, and also uses standard contractual clauses. More information: <https://www.microsoftvolumelicensing.com/DocumentSearch.aspx?Mode=3&DocumentTypeId=46>;
6. Personal data will be stored for the period necessary to fulfil the terms of the main agreement, and after that time for the period and to the extent required by generally applicable law or to secure and pursue any claims.
7. In accordance with the provisions of Articles 15-21 of the GDPR, data subjects have the right to access, rectify, delete or restrict the processing of their data, and the right to object to the processing of their data;
8. data subjects have the right to lodge a complaint with a supervisory authority; in the territory of the Republic of Poland, this authority is the President of the Personal Data Protection Office;
9. Concerning persons signing the main contract, providing your data is a requirement for concluding the contract. Without your personal data, it is not possible to enter into a cooperation agreement.

Date

Signature

Appendix 2. Student internship logbook

DIARY OF STUDENT PROFESSIONAL INTERNSHIP OF A STUDENT OF THE FACULTY OF FOOD TECHNOLOGY OF THE WARSAW UNIVERSITY OF LIFE SCIENCES

Student's Full name:

Student ID number:

- Field of study:
- food technology and human nutrition
 - food safety
 - food science and marketing
 - Food science – technology and nutrition

Mode of study: full-time, part-time

Academic year:

Place and date of internship

Name and address of the workplace:

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

Internship dates: from to

Workplace internship supervisor:

.....
.....

(Blank page)

WEEKLY INTERNSHIP CARD

Week 1, from to

Day	Details of activities performed by the intern
1	
2	
3	
4	
5	
6	

I confirm that I have completed the following tasks:

Student's signature: Supervisor's signature:

WEEKLY INTERNSHIP CARD

Week 2, from to

Day	Description of activities performed by the intern
1	
2	
3	
4	
5	
6	

I confirm that the following activities have been performed:

Student's signature: Supervisor's signature:

WEEKLY INTERNSHIP CARD

Week 3, from to

Day	Description of activities performed by the intern
1	
2	
3	
4	
5	
6	

I confirm that I have completed the following tasks:

Student's signature: Supervisor's signature:

WEEKLY INTERNSHIP CARD

Week 4, from to

Day	Details of activities performed by the intern
1	
2	
3	
4	
5	
6	

I confirm that I have completed the following tasks:

Student's signature: Supervisor's signature:

**OPINION OF THE WORKPLACE SUPERVISOR
ON THE COURSE OF THE INTERNSHIP (please mark with an x)**

Assessment	Outstanding	Satisfactory	Negative
Student's involvement in the performance of assigned tasks			
Personal conduct in relation to the employer			
Discipline and punctuality			
Quality of work performed.			
Teamwork during task performance			
Responsibility for the property entrusted during the internship			

Additional comments

.....

Supervisor's signature

CONFIRMATION OF COMPLETION OF STUDENT INTERNSHIP

I hereby confirm that the following student has completed a professional internship:
 , a student of the Faculty of Food

Technology at the Warsaw University of Life Sciences, majoring in
 at the plant

in the period fromto , for a total of 120/160 hours.

.....

(miejsowość / data)

.....

(podpis i pieczęć osoby reprezentującej zakład pracy)

CREDIT FOR STUDENT INTERNSHIPS by an academic teacher at the Faculty of Food Technology, Warsaw University of Life Sciences

I hereby grant you

Student ID no.:
student

professional internship based on:

1. a document certifying completion of the student professional internship:
 - a. in a place corresponding to the field of study and in accordance with the Regulations for student professional internships of the Faculty of Food Technology;
 - b. in accordance with the study program and the Regulations for Student Professional Internships of the Faculty of Food Technology;
2. positive opinion of the Department representative on the completion of the internship;
3. a correctly kept student professional internship logbook;
4. A self-prepared and substantively correct internship report attached to the student internship logbook.

Internship Coordinator:

Warsaw, on

the Coordinator's signature:.....

I do not credit you

with your student professional internship due to:

.....

.....

.....

Internship Coordinator:

Warsaw, on

the Coordinator's signature:.....

Appendix 3a. Framework program for student internships in scientific and research laboratories, company laboratories, and official food control units

FRAMEWORK PROGRAM OF STUDENT INTERNSHIPS for students of the Faculty of Food Technology at the Warsaw University of Life Sciences, undergoing internships in scientific and research laboratories or company laboratories involved in food testing and official food control units

The internship aims to provide students with comprehensive knowledge of the organization of work in a scientific research or in-house laboratory involved in food testing or the organization of work in official food control units, detailed knowledge of food quality and safety control methods, practical knowledge of the functioning of food safety assurance systems, gathering information on the management of scientific or in-house research laboratories, and to familiarize them with the tasks performed in various job positions.

During the internship, students should acquire the ability to independently observe and analyse various phenomena in food testing, work organisation, and teamwork. It is recommended that the student's activities during the internship include both observation and active participation in the basic activities of the laboratory or official food control unit.

The workplace supervisor specifies the scope of issues and sets a detailed schedule for the internship, depending on the size of the laboratory/official food control unit and the profile of its activities.

During the internship, the student should familiarise themselves with the following issues:

General characteristics of the laboratory or official food control unit (UKŻ): location, laboratory profile; for an official quality control unit, the basic tasks of the unit.

Organisational structure: the organisational structure of the laboratory or official quality control unit

Detailed characteristics of the laboratory: characteristics of the most important departments of the laboratory; important control and measurement equipment; scope of tests performed (physicochemical, sensory, and microbiological); analytical methods used and their application; schedule and methods of receiving, collecting, and storing samples; waste management and management of sample residues received for testing, reagent management.

Reporting in the official food control unit: Method of documentation and storage of test results; frequency and scope of controls carried out.

Quality assurance and management systems: general operating principles; characteristics of the systems in place.

Based on the internship framework program, the student prepares an internship report containing a detailed description of each issue (one short paragraph for each issue).

Appendix 3b. Framework program for student internships in companies providing services to agribusiness

FRAMEWORK PROGRAMME FOR STUDENT INTERNSHIPS for students of the Faculty of Food Technology at the Warsaw University of Life Sciences, undergoing internships in companies providing services to agribusiness

The internship aims to familiarise the student with the functioning of a company that provides services to the agribusiness sector (e.g., a bank, Agricultural Advisory Centre, or other). The student should learn about the type of services provided, their scope, and customer service.

During the internship, students should observe the work being done at the company where they are interning. It is recommended that students also have the opportunity to assist employees in performing certain tasks.

The company internship supervisor specifies the scope of issues, sets the internship schedule, and decides which tasks employees perform that the student may attempt to perform independently.

During the internship, the student should familiarise themselves with the following issues:

General characteristics of the company: location, organisational and legal form (state-owned enterprise, company, etc.), type of services provided, number of customers served (individual, institutional), and number of employees.

Organisational structure of the company: departments and units.

Tasks performed in individual departments of the company: students should know what employees in each department do.

Customer service: students should observe customer service in the enterprise – formal aspects (documents required from the customer and those offered by the enterprise, e.g., contract types) and informal aspects (the course of the conversation).

Management: plans for both the company as a whole and individual departments for the current year and future years; how the implementation of plans in individual departments is monitored.

Based on the internship program framework, the student prepares an internship report that discusses the above-mentioned issues (one paragraph or drawing for each issue).

Appendix 3c. Framework program for student internships in catering establishments

FRAMEWORK PROGRAM FOR STUDENT INTERNSHIPS for
students of the Faculty of Food Technology at the Warsaw
University of Life Sciences who are doing internships in **catering
establishments**

The internship aims to provide students with comprehensive knowledge of the organization of work in a catering establishment, technological processes in individual production departments, technical equipment of the establishment, the work of individual departments, information on production planning and organization, labour and energy consumption, process control and management, as well as to familiarize them with work in various positions and customer service.

During the internship, students should acquire the ability to analyse various phenomena related to production, work organisation, and teamwork. It is recommended that the student's internship activities include both observation and active participation in production, food evaluation, and customer service activities.

The workplace supervisor specifies the scope of issues and sets a detailed internship schedule, depending on the workplace's size and production profile.

During the internship, the student should familiarise themselves with the following issues:

General characteristics of the workplace: location, production profile and size, product range.

Production processes: characteristics of raw materials; ordering and delivery control system; manufacturing technology of selected products, including basic technological parameters of the operations used; location of machines and equipment and their characteristics; control of technological processes.

Warehouse management and distribution: types and organisation of work in warehouses, storage conditions and their control, logistics, preparation of goods for distribution, release/sales documentation.

Production quality control: importance and general principles of production quality control; quality requirements; testing methods; quality control.

Planning and management: organisational structure of the plant, production planning, material requirements and finished product sales, production costs, profitability; accounting and reporting; production capacity.

Support and service departments, transport: plant steam and electricity requirements; refrigeration equipment, cooling requirements; water and sewage management – water sources, treatment, total water requirements, sewage characteristics and treatment; waste management; cleaning and disinfection of production lines; social rooms and facilities; external and internal transport (types and means).

Based on the framework program for the internship, the student prepares an internship report containing a detailed description of each issue (one short paragraph for each issue (subpoint)).

Appendix 3d. Framework program for student internships in food processing plants

FRAMEWORK PROGRAM FOR STUDENT INTERNSHIPS for students of the Faculty of Food Technology at the Warsaw University of Life Sciences, undergoing internships in food processing plants

The internship aims to provide students with comprehensive knowledge of the organisation of work in a food industry plant, technological processes in individual production departments, technical equipment of production lines, and the work of auxiliary and service departments, including transport. In addition, the internship aims to gather information about plant administration, production planning and organisation, labour and energy consumption, production process control and management, as well as to familiarise students with work in various positions on production lines and in the plant laboratory.

During the internship, students should acquire the ability to analyse various phenomena related to production, work organisation, and teamwork. It is recommended that the student's activities during the internship include both observation and active participation in the basic workplace activities related to food production and evaluation.

The company internship supervisor defines the scope of issues and sets a detailed internship schedule, depending on the company's size and production profile.

During the internship, the student should familiarise themselves with the following issues:

General characteristics of the workplace: location, production profile and size, product range.

Production processes: raw material base and characteristics of raw materials; deliveries; technology of manufacturing selected products, including the basic technological parameters of the operations used; layout of production lines – location of departments in the main production building, location of machines and equipment and their characteristics; control of technological processes.

Warehouse management and distribution: types of warehouses, organisation of work in warehouses, storage conditions and their control, logistics, preparation of goods for distribution, sales documentation.

Production quality control: importance and general principles of production quality control; quality requirements; plant laboratory, testing methods.

Planning and management: organisational structure of the plant, production planning, information on the production process, material requirements and finished product sales, production costs, profitability; accounting and reporting; production capacity, technical progress, and investments.

Support and service departments, transport: types of repair and maintenance workshops in the plant – scope of work, repair management; boiler room – steam production; steam and electricity demand by the plant; refrigeration equipment, cooling demand; water and sewage management – water sources, treatment, total water demand, sewage characteristics and treatment; waste management; cleaning and disinfection of production lines; social rooms and facilities; external and internal transport (types and means).

Based on the internship framework program, the student prepares an internship report containing a detailed description of individual issues (one short paragraph for each issue (subpoint)).

Appendix 4. Internship referral

Warsaw, on

[unit stamp]

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

Referral for internship

The Faculty of Food Technology at the Warsaw University of Life Sciences kindly requests that you allow Ms/Mr (student ID number), a student of the Faculty of Food Technology at the Warsaw University of Life Sciences, majoring in, to complete a 3-week/4-week (120/160 hours) professional internship at your company as part of the current study program.

Yours sincerely

.....

Appendix 5. Application for consent to an internship at a catering establishment

Warsaw, on

Student's Full name:
Student ID number:
Field of study:
Mode of study:

Dear Sir/Madam
Internship coordinator
Faculty of Food Technology
Warsaw University of Life Sciences

APPLICATION

I hereby request permission to undertake a student internship at a catering establishment.

.....
.....

Reason for the request:

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

Student's signature

DECISION OF THE INTERNSHIP COORDINATOR

A. I agree.

Date Signature of the Coordinator

B. I do not agree.

Reason:

.....
.....

Date Coordinator's signature.....

Appendix 6. Application for a change in the manner and procedure for the completion of student internships by a student with a disability

Warsaw,

Student's Full name:
Student ID number:
Field of study:
Mode of study:

Dear Sir or Madam
Internship Coordinator
Faculty of Food Technology
Warsaw University of Life Sciences

APPLICATION

I request permission to complete my professional internship in a manner and form other than that specified in the internship regulations. I am submitting this request based on a medical certificate confirming my disability.

I enclose a medical certificate of disability with my application.

Student's signature:

DECISION OF THE INTERNSHIP COORDINATOR

A. I agree to the manner and procedure for completing the professional internship, which consists of

.....

Date Signature of the Coordinator

B. I do not agree

Reason:

.....

Date Coordinator's signature.....

Instruction I.VI.2. Requirements for crediting periods of study completed as part of international exchange programs

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of these instructions is to specify the requirements for crediting periods of study completed as part of an international exchange program by students studying at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all students studying at the Faculty of Food Technology who are completing part of their studies as part of an international exchange program.
3. **Person responsible:** Vice-Dean
4. **Description of the activity:**
 - 4.1. In accordance with the current Study Regulations at the Warsaw University of Life Sciences, the duration of studies completed at a foreign university, the list of modules/subjects reflecting the learning outcomes specified for the student's study program, which the student is required to complete at another university, together with the number of ECTS points, shall be approved by the Vice-Dean.
 - 4.2. Before the planned departure to study at a foreign university, the documents specified on the website of the International Cooperation Office of the Warsaw University of Life Sciences should be submitted to the Vice-Dean.
 - 4.3. After completing their studies at a foreign university, students should settle their accounts in accordance with the requirements specified on the website of the International Cooperation Office of the Warsaw University of Life Sciences.
 - 4.4. If the exam session at the foreign university takes place later than at the Warsaw University of Life Sciences, the student should submit an application to the Vice-Dean requesting an extension of the session (Form F.VI.1).
 - 4.5. If the exchange program lasted the entire year, the courses should be entered separately for each semester.
 - 4.6. In the event of a discrepancy between the study program approved in accordance with point 4.1., and the program completed, the Vice-Dean shall designate the modules/courses necessary to complete the program and the dates for their completion. Fulfilment of these requirements results in the completion of the given period of study. Until the completion of a given stage of study, the Vice-Dean shall decide on the registration method for the next semester.
5. **Related documents:**

Form F.VI.1. Application for extension of the session

Instruction I.VI.3. Detailed requirements for theses completed at the Faculty of Food Technology

Date of issue: 17 October 2025

Edition: 3.0

1. **Purpose and scope:** The purpose of the instructions is to specify detailed requirements for theses completed at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instruction:** The instruction applies to all theses completed at the Faculty of Food Technology
3. **Responsible person:** Vice-Dean
4. **Description of action:**

Detailed requirements for theses completed at the Faculty of Food Technology

1. Engineering thesis

1.1. Required layout of an engineering thesis:

Table of contents

1. Introduction with elements of a literature review
2. Purpose and scope of the thesis
3. Description of methodological assumptions
4. Discussion of results
5. Conclusions
6. Bibliography
7. (if applicable) Appendix

1.2. Nature of the engineering thesis

The subject matter of the thesis should be adapted to the nature of the field of study. A practical part of the thesis is required, in which the student solves an engineering problem appropriate to the knowledge and skills acquired during the first-cycle studies. Engineering theses should lead to the presentation of specific solutions and may take the form of:

- **a project**, e.g., product design, use of a new component, procedure, process improvement, system documentation development, device design, selection of devices for the process, etc.;
- **an expert opinion**, e.g., diagnosis of the condition, properties, effects based on a survey, market data analysis, analysis of collected materials, available research results, etc.;
- **a solution** to a technological, analytical, or technical **issue based on an experiment**;
- **an article** published in a scientific journal or **a chapter in a monograph** (description in point 3).

The work must contain a defined research problem and may contain a research hypothesis. The work must also end with recommendations and guidelines for practical use. Where applicable (e.g., experimental results, surveys, etc.), the data obtained should be statistically analysed. The paper should analyse the relationships between the results, supported by a discussion of the literature where possible.

1.3. Formal requirements

Chapters 1 to 5 of an engineering thesis (except for those published in the form of an article or chapter in a monograph, as described in point 3) must not be less than 20 pages in total. The presentation and discussion of the results obtained (or the presentation of the project) must not be less than 6 full pages of the thesis.

The text of the thesis must cite and include in the bibliography at least 30 substantive bibliographic items (scientific or popular science), including at least 5 in foreign languages. Each bibliographic item in the bibliography must include a verified, active DOI (applies to publications in scientific journals). Bibliographic items listed in the bibliography but not cited in the text will not be taken into account in the assessment of compliance with the formal requirements for the bibliography.

A thesis that:

- does not have the layout described in point 1.1,
- or a defined research problem,
- or recommendations/guidelines for practical use presented in chapter 5,
- or does not meet the requirements described in section 1.3,
- or contains a significant number of gross factual errors,
- or contains a significant number of deviations from the requirements described in section 4 regarding the preparation of the bibliography, the method of citing the bibliography in the text, and the method of presenting the results, including the absence of verified, active DOI links to publications in scientific journals, cannot be admitted for defence. The supervisor should not accept such a thesis; otherwise, it should be returned by the reviewer for corrections no later than two working days before the scheduled date of defence.

2. Master's thesis

2.1. Required layout of a master's thesis:

Table of contents

Introduction

1. Literature review
2. Purpose and scope of the thesis
3. Material and methodology
4. Discussion and analysis of results
5. Conclusions
6. Bibliography
7. *(if applicable)* Appendix

2.2. Nature of the master's thesis

The subject matter of the thesis should be relevant to the field of study. A master's thesis is research-based and is prepared based on scientific research conducted by the author. This research includes, in particular:

Technological experiments: In the chapter "Material and methodology of the work," a detailed description of the experiments is required to enable their substantive evaluation and reproduction.

Laboratory experiments: the chapter "Materials and Methodology" requires a detailed description of the analyses used, allowing them to be evaluated substantively and reproduced.

Survey research - the chapter "Material and methodology" requires a description of the selection of the research sample, the method of conducting the research, the methods used for data analysis (e.g., descriptive, induction, deduction, as well as statistical methods, e.g., chi-square, regression, etc.) and the characteristics of the sample. The minimum number of respondents is 250. In situations where the population is significantly limited or access to it is difficult (e.g., people suffering from specific diseases, economic entities, or people conducting specific activities), a smaller number of respondents may be used, provided this is noted in the sample selection description for the research.

Meta-analysis (statistical analysis of a systematic review of available publications). Systematic reviews and meta-analyses should be conducted in accordance with the PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) guidelines, which outline the minimum set of elements required for conducting systematic reviews and meta-analyses.

A master's thesis may also be prepared in the form of an article published in a scientific journal (description in point 3).

Master's theses must have a clearly defined research objective and include **a research hypothesis** (in chapter 2). In addition, statistical analysis of the data is required. When preparing a thesis using artificial intelligence tools, the current regulations governing this area at the Warsaw University of Life Sciences must be followed.

2.3. Formal requirements

Chapters 1 to 5 of a master's thesis (except for those published in the form of an article described in point 3) must not be less than 35 pages in total, and the chapter "Discussion and discussion of results" must not be less than 15 full pages.

The text of the thesis should cite and include in the bibliography at least 50 substantive items (scientific or popular science), including at least 15 foreign-language items. Each bibliographic item in the bibliography should include a verified, active DOI (applies to publications in scientific journals). It is recommended to use the most recent scientific publications possible. References listed in the bibliography but not cited in the text will not be taken into account in the assessment of compliance with the formal requirements for the bibliography.

A thesis that does not meet the above requirements or contains a significant number of gross factual errors, or contains a significant number of deviations from the requirements described in point 4 regarding the preparation of the bibliography (including verified, active DOI links to publications in scientific journals), the method of citing the bibliography in the text, and the method of presenting the results cannot be admitted for defence. The supervisor should not accept such a thesis or should return it to the reviewer for corrections no later than two working days before the scheduled date of defence.

3. Thesis published in the form of an article or chapter in a monograph

A publication related to the learning outcomes achieved in a given field of study, level and profile of studies, in a peer-reviewed journal included in the list of scientific journals and peer-reviewed materials from international conferences, announced by the minister responsible for higher education and science based on Article 267(3) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended). A thesis in the form of a publication is written independently or as a co-authored work by no more than two people, with the graduate's contribution constituting at least 50% and confirmed in a statement submitted by both co-authors.

The Vice-Dean grants consent for this form of thesis preparation after consideration of the relevant application submitted by the student (Forms F.VI.2 and F.VI.3) and reviewed by the thesis supervisor, and then grants

consent for the thesis to be admitted to the diploma examination after presentation of the publication together with the relevant application and statements of the co-authors (Form F.VI.4). Detailed requirements for such theses are specified in the current regulation of the Rector of the Warsaw University of Life Sciences, containing guidelines for the preparation of theses.

3.1. Required layout of an engineering/master's thesis prepared in the form of a published article or a chapter in a monograph

Page 7	a copy of the cover of the journal/monograph in which the text was published
Page 9	copy of the first page of the article/chapter of the monograph
Page 11	literature review copy of the entire article/chapter of the monograph

The literature review extends the introduction in the publication and concludes with a list of references used to prepare this part of the thesis. In a literature review, **at least 15** substantive **items** (scientific or popular science) should be cited and included in the bibliography in the case of an engineering thesis, and **at least 30** in the case of a master's thesis. The bibliography may include items cited in the article. References listed in the bibliography but not cited in the text will not be taken into account in assessing compliance with the formal requirements for the bibliography.

4. General provisions for theses

4.1. Drawings, tables

- Original drawings and tables (not made by the student) may be used in the thesis, provided that the publisher (author) has given their consent for their use.
- The titles of drawings should be placed below the drawings, and the titles of tables should be placed above the tables.
- The numbering of drawings and tables should be continuous throughout the thesis.
- The thesis should contain references to each drawing or table in the text, indicating their number.
- The same (i.e., unprocessed) research results cannot be presented in the text of the paper (except in the Appendix) in either a figure or a table.
- Figures and tables should be placed in the text in such a way as to maintain the continuity throughout the chapter.
- The work should use units consistent with the SI system.

4.2. Division of the thesis into chapters and subchapters

Each main chapter (included in the above-presented structure of an engineering/master's thesis) begins on a new page, and each subsection is fully numbered starting from the chapter number (e.g., 1.2.1).

4.3. Preparation of the bibliography and its citation in the text of the thesis

4.3.1. How to cite literature in the text of the thesis

- Each scientific publication cited in the text of the thesis or constituting a source of information presented in the text of the thesis should be referenced by placing the names of the authors of the publication in square brackets. If there are more than two authors, "et al." should be added to the name of the first author, e.g.:

Interactions depend on ... [Amoako and Awika 2016];

Through an appropriate combination of factors such as ... [Zhu 2016];

Two-phase endotherms were obtained ... [Zhao et al. 2020].

- If the reference refers to several publications, list them in chronological order from oldest to newest (separate individual publications with commas), and if different publications would be cited identically, add letters to the year, e.g.:

The above issues have been the subject of numerous studies ... [Avanzato 2009, De Vasconcelos et al. 2010a, De Vasconcelos et al. 2010b, Kochmański et al. 2010, Martinez-Ballesta et al. 2010].

- An alternative (example) way of citing a publication by introducing it into the text of a sentence:

In studies conducted by Nazzaro et al. [2011] ...

Holme and Peck [2019] confirmed that ...

- Legal acts, standards, or Internet sources should be cited as follows: [Regulation/Act/Directive year], [Standard number], [Internet number in order of citation], e.g.:

Foods for special medical purposes in accordance with Regulation (EU) No. 609/2013 of the European Parliament and of the Council [Regulation 2013] are ...

It offers over 200 products dedicated to both children and adults [Internet 2].

4.3.2. Bibliography

- A list of all items cited in the text of the work (uniform, without division into types of cited sources) should be prepared alphabetically, numbering all items.
- For articles, include all authors, the year and title of the publication, the full name of the journal, the volume, pages or publication number, and an active DOI link. Verified, active DOI links are required for the thesis to be accepted.

Examples of correct preparation of data for the bibliography:

Sha L., Xiong Y.L. 2020: Plant protein-based alternatives of reconstructed meat: Science, technology, and challenges. *Trends in Food Science & Technology*, 102, 51–61, <https://doi.org/10.1016/j.tifs.2020.05.022>

Valková V., Ďúranová H., Miškeje M., Ivanišová E., Gabríny L., Kačániová M. 2020a: Physico-chemical, antioxidant and antimicrobial characteristics of bread supplemented with 1% grape seeds micropowder. *Journal of Food and Nutrition Research*, 60, 9–17

Valková V., Ďúranová H., Štefániková J., Miškeje M., Tokár M., Gabríny L., Kowalczewski P.Ł., Kačániová M. 2020b: Wheat bread with grape seeds micropowder: impact on dough rheology and bread properties. *Applied Rheology*, 30, 138–150, <https://doi.org/10.1515/aeH-2020-0112>

Estévez M.; Xiong Y.L. 2021: Protein Oxidation in Foods: Mechanisms, Consequences, and Antioxidant Solutions. *Foods*, 10, 2346, <https://doi.org/10.3390/foods10102346>

Stasiak-Róžańska L., Kraśniewska K., Berthold-Pluta A. 2018: Blue cheeses – occurrence of *Listeria monocytogenes* bacteria. Characteristics and risk assessment. *Food Industry*, 72, no. 3, 36-40, <https://doi.org/10.15199/65.2018.3.7>

- When citing textbooks (monographs), the authors' names, year of publication, title, publisher, place of publication, and pages or page ranges should be provided, e.g.:

Baj J. 2018: *Microbiology*. Wydawnictwo Naukowe PWN, Warsaw, 36–46

Brown T. 2016: *Biochemistry*. Scion Publishing Ltd., Banbury, 17, 30–54, 127–129, 177

- When citing chapters in textbooks or monographs in which individual chapters have different authors, the names of the authors, year of publication, chapter title, title and editor of the entire publication, publisher and place of publication, and pages of the cited chapter should be provided:

Dołęga A. 2017: Mineral components. In: Food chemistry volume 1 - Main food components (ed. Z.E. Sikorski, H. Staroszczyk), Wydawnictwo Naukowe PWN, Warsaw, 67–102

Suppakul, P. 2016: Active and intelligent packaging for fruits and vegetables. In: Handbook of Vegetable Preservation and Processing (ed. Y.H. Hui, E. Özgül-Evranuz), CRC Press, Boca Raton, 130–156

- Citation of conference materials:

Okello H.O., Brennan J.G., Lewis M.J., Gilmour S. 1998: Optimisation of the spray drying of the enzyme polyphenol oxidase by response surface methodology. In: Proceedings of 11th International Drying Symposium “Drying'98” (ed. A.S. Mujumdar, C.B. Akritidis, D. Marinos-Kouris, G.D. Saravacos), Ziti Editions, Thessaloniki, vol. C, 1713–1722

- Legal acts, online sources, instructions, reports:

FAO 2019: The state of food security and nutrition in the world 2019. Safeguarding against economic slowdowns and downturns. Rome

Instruction 1: Megazyme. D-Sorbitol/Xylitol. Assay procedure

Internet 1: <https://izomery.pzh.gov.pl/> (accessed on 14.10.2025)

PN-ISO 6092:2017-03. Milk powder – Determination of titratable acidity (Routine method)

RASFF Report 2019: The rapid alert system for food and feed. Annual Report 2019

Regulation 2017: Regulation of the Minister of Health of 7 December 2017, on the quality of water intended for human consumption (Journal of Laws 2017, item 2294)

6. Related documents:

Ordinance No. 100 of the Rector of the Warsaw University of Life Sciences of 22 September 2021 on the introduction of "Guidelines for the preparation of diploma theses at the Warsaw University of Life Sciences"

Ordinance No. 93 of the Rector of the Warsaw University of Life Sciences of 30 September 2024 on the rules for the use of generative artificial intelligence tools in the work of students at the Warsaw University of Life Sciences

Circular Letter No. 9 of the Rector of the Warsaw University of Life Sciences of 7 December 2024, on the method of marking text fragments and objects generated by generative artificial intelligence tools

Form F.VI.2. Application for recognition of a scientific article published in a peer-reviewed journal included in the list of scientific journals announced in the current communication MNiSW or for recognition of a chapter in a monograph reviewed by external reviewers as a thesis

Form F.VI.3. Application for acceptance of a scientific article or chapter in a monograph reviewed by external reviewers as the basis for a thesis

Form F.VI.4. Statement by co-authors

Instruction I.VI.4. Selection of a thesis topic

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of the instructions is to define the procedure for selecting a thesis topic at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all theses completed at the Faculty of Food Technology.
3. **Person responsible:** Vice-Dean
4. **Description of the activity:**
 - 4.1. Thesis topics proposed by academic teachers are submitted to department heads, who, after positively assessing the suitability of supervisors for the topics of the theses they have proposed and the suitability of the topics for the nature of engineering or master's theses at the Faculty, forward them to the Vice-Dean for approval. The Vice-Dean approves the thesis topics and the supervisors proposed by the heads of departments. In case of doubts regarding the competence of the supervisors, he or she may ask the head of the department for appropriate justification. The topics, together with the names of the supervisors, are then reviewed by the Program Council.
 - 4.2. Students choose the topic of their thesis from among the approved proposals submitted to them at a meeting held by the Vice-Dean. The selection of topics is made in the order of the ranking list prepared by the Dean's Office based on the student's grade point average.
 - 4.3. Students should choose the topic of their master's thesis no later than one year and the topic of their engineering thesis no later than one semester before the planned date of graduation.
 - 4.4. Students may propose their own thesis topic in line with their field of study, after preliminary consultation with a potential supervisor. Students' own topics are binding after they have been accepted by the supervisor and the head of the department, approved by the Vice-Dean, and reviewed by the Program Council.
 - 4.5. Any changes to the topic require the supervisor to submit an application to the Vice-Dean requesting a change in accordance with Form F.VI.5.
5. **Related documents:**

Form F.VI.5. Application for a change of thesis topic

Instruction I.VI.5. Instructions for submitting a thesis

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of these instructions is to specify the procedure for students submitting their thesis completed at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all theses completed at the Faculty of Food Technology
3. **Responsible person:** Vice-Dean
4. **Description of action:**
 - 4.1. In accordance with the Study Regulations at the Warsaw University of Life Sciences, students are required to submit their theses no later than **31 January** for studies ending in the winter semester or **30 June** for studies ending in the summer semester.
 - 4.2. At the student's request (Form F.VI.6), approved by the supervisor, the vice-dean may extend the deadline for submitting the thesis to 6 months from the deadlines specified in point 4.1.
 - 4.3. Before submitting the final Edition of the thesis to the dean's office, an electronic Edition must be provided to the supervisor for verification of its originality in the Uniform Anti-Plagiarism System. Verification is carried out in accordance with Instruction I.VI.6.
 - 4.4. The report on the verification of the thesis in the Uniform Anti-Plagiarism System, together with the electronic Edition of the thesis, is delivered by the supervisor to the dean's office, after which the student delivers all the required documents together with a printout of the thesis.
 - 4.5. The student should submit the following to the dean's office:
 - two copies of the thesis (one hardcover, one softcover)
 - an application for admission to the diploma examination (available at the dean's office or on the Faculty website)
 - two CDs saved in PDF format – the CDs should be labelled and should contain all the information included on the title page of the thesis. One of them is attached to the anti-plagiarism report
 - proof of payment for the diploma made to the student's individual account provided in the eHMS system
 - a statement regarding participation in the "Monitoring the professional careers of graduates" survey – a printout from the eHMS system
 - If the student wishes to receive a copy of the diploma in English, they must submit an appropriate application to the Vice-Dean. For payment of a copy in English, payment is made only after the application has been considered, and confirmation of payment must be submitted to the dean's office before the defence.

5. Related documents:

Form F.VI.6 Application for postponement of the deadline for submitting a thesis

Instruction I.VI.6. Verification of the originality of theses

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of the instructions is to define the procedure for verifying the originality of theses completed at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instruction:** The instruction applies to all theses completed at the Faculty of Food Technology.
3. **Responsible person:** Vice-Dean
4. **Description of the procedure:**
 - 4.1. The verification of the originality of theses is carried out in the Uniform Anti-Plagiarism System (hereinafter referred to as JSA), in accordance with the current regulations in force at the Warsaw University of Life Sciences.
 - 4.2. The final electronic Edition of the thesis, prepared in accordance with the applicable regulations of the Rector of the Warsaw University of Life Sciences and the faculty requirements for theses, is submitted by the graduate to the thesis supervisor on a data carrier agreed with the supervisor. The supervisor, based on their privileges in the JSA, registers the request for examination of the thesis.
 - 4.3. The supervisor is responsible for analysing the report, taking into account all elements indicated by JSA – analysis of manipulation of the text, stylometry, and percentage probability, including a comparison of fragments of the thesis considered to be borrowed with the indicated sources of information.
 - 4.4. After meeting the acceptable probability levels specified in the current ordinance of the Rector of the Warsaw University of Life Sciences, the supervisor accepts the report, then prints the "General Report" and makes the appropriate markings in the "Conclusions" section. The supervisor submits the signed report, together with an electronic Version of the graduate's thesis on a CD, to the dean's office.
 - 4.5. If the safe limits set for the percentage probability specified in the current regulation of the Rector of the Warsaw University of Life Sciences are exceeded and the supervisor finds that the thesis is not independent or that the text has been manipulated to conceal this fact, the supervisor prints the "Detailed Report" and makes the appropriate markings in the "Conclusions" section of the report. The supervisor submits the signed report, together with an electronic Edition of the graduate's thesis, to the dean's office. In the case of such a report, the Dean submits a request to the Rector to investigate the lack of originality of the thesis or manipulation of the text aimed at concealing its lack of originality by the University Disciplinary Committee for Students.
 - 4.6. The supervisor and reviewer of the thesis are responsible for verifying its compliance with the formal requirements contained in the current ordinance of the Rector of the Warsaw University of Life Sciences and on the Faculty's website, by submitting a review and assessment of the thesis on the review form in the eHMS electronic system. The student has access to the thesis for review and evaluation, which they read before the diploma exam.
 - 4.7. In the case of a thesis that does not comply with the formal requirements and/or contains substantive errors and/or other errors, the evaluator is required to notify the Vice-Dean no later than 2 working days before the scheduled date of the defence. The Vice-Dean, in consultation with the Dean, then decides whether or not to admit the thesis to defence, taking into account the seriousness of the objections.
5. **Related documents:**

Anti-plagiarism regulations of the Warsaw University of Life Sciences – Appendix to Ordinance No. 3 of the Rector of the Warsaw University of Life Sciences of 19 January 2022, on the introduction of anti-plagiarism regulations at the Warsaw University of Life Sciences

Instruction I.VI.7. Rules for conducting the diploma examination in first-cycle studies

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of the instructions is to define the procedure for conducting diploma examinations at the first level of studies at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all diploma examinations at the first cycle of studies conducted at the Faculty of Food Technology
3. **Responsible person:** Vice-Dean
4. **Description of the procedure:**
 - 4.1. Students may take the diploma examination after obtaining positive grades in all credits and examinations required by the study program and after submitting a diploma thesis that the supervisor and reviewer have positively evaluated, if the study program requires its preparation.
 - 4.2. Students are required to submit their diploma thesis no later than **31 January** for studies ending in the winter semester, and **30 June** for studies ending in the summer semester.
 - 4.3. The defence of the thesis should take place no later than 2 months from the date of submission to the dean's office.
 - 4.4. At the student's request, approved by the supervisor, the vice-dean may extend the deadline for submitting the thesis to 6 months (Form F.VI.6).
 - 4.5. The diploma examination is held before a committee appointed by the Vice-Dean, consisting of at least three people. The committee consists of the chair of the committee, who is the Vice-Dean or an academic teacher appointed by him, the supervisor and/or reviewer of the thesis. In the case of defences carried out in the first-cycle program Food Science: Technology and Nutrition, the committee consists of the chair of the committee, who is the Vice-Dean or an academic teacher designated by him, and two academic teachers specialising in food technology and nutrition. Decisions are made by majority vote, and in the event of a tie, the final decision is made by the committee chair. Minutes are taken of the diploma examination.
 - 4.6. The grade for the diploma thesis is the arithmetic mean of the grades given by the supervisor and the reviewer, both of which must be positive.
 - 4.7. The diploma examination is an oral examination consisting of three or two questions (if the study program requires the preparation of a diploma thesis) drawn by students from a pool of questions approved by the Program Council.
 - 4.8. The diploma exam includes answers to three questions:
 - a question concerning the area of the thesis – a selected issue discussed in the thesis (question determined by the committee);
 - a question on basic/general issues (drawn by the student from a pool of general questions),
 - question(s) on specialised issues (drawn by the student from a pool of specialised questions).
 - 4.9. The diploma exam is considered passed after obtaining a positive grade for each of the exam questions.
 - 4.10. In the event of a failing grade or unjustified failure to take the exam in the established manner, the Vice-Dean shall set a second exam date as the final. The repeat exam may not take place earlier than one month after the first exam or later than three months after that date.
5. **Related documents:**

Form F.VI.6. Application for postponement of the deadline for submitting a thesis

Instruction I.VI.8. Selected rules for the diploma exam in the second-cycle studies.

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of these instructions is to define the procedure for the diploma examination at the second level of studies at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all diploma examinations at the second level of studies at the Faculty of Food Technology.
3. **Responsible person:** Vice-Dean
4. **Description of the procedure:**
 - 4.1. Students may take the diploma examination after obtaining positive grades in all credits and examinations required by the study program and after submitting a diploma thesis that the supervisor and reviewer have positively evaluated.
 - 4.2. Students are required to submit their diploma thesis no later than **31 January** for studies ending in the winter semester, and **30 June** for studies ending in the summer semester.
 - 4.3. The defence of the thesis should take place no later than 2 months from the date of submission of the thesis to the dean's office.
 - 4.4. At the student's request, approved by the supervisor, the vice-dean may extend the deadline for submitting the thesis to 6 months (Form F.VI.6).
 - 4.5. The diploma examination is held before a committee appointed by the Vice-Dean, consisting of at least three people. The committee consists of the chair of the committee, who is the Vice-Dean or an academic teacher appointed by him, the supervisor, and/or the reviewer. Decisions are made by majority vote, and in the event of a tie, the committee chair makes the final decision. Minutes are taken of the diploma examination.
 - 4.6. The grade for the thesis is the arithmetic mean of the grades given by the supervisor and the reviewer, both of which must be positive.
 - 4.7. The diploma examination is an oral examination consisting of three or two questions (if the study program requires the preparation of a diploma thesis) drawn by students from a pool of questions approved by the Program Council.
 - 4.8. The diploma exam includes answers to three questions:
 - a question concerning the area of the thesis – a selected issue discussed in the thesis (question determined by the committee);
 - a question on general issues (a question drawn by the student from a pool of general questions),
 - a question on field-specific issues (question drawn by the student from a pool of field-specific questions).
 - 4.9. The diploma exam is considered passed after obtaining a positive grade for each of the exam questions.
 - 4.10. In the event of a failing grade or unjustified failure to take the exam in the established manner, the Vice-Dean shall set a second exam date as the final date. The repeat exam may not take place earlier than one month after the first exam or later than three months after that date.
5. **Related documents:**

Form F.VI.6. Application for postponement of the deadline for submitting a thesis

Instruction I.VI.9. Assessment of theses

Date of issue: 19 January 2026

Edition: 2.0

1. **Purpose and scope:** The purpose of these instructions is to define the rules for assessing theses in first- and second-cycle studies at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instruction:** The instruction applies to all theses completed in first- and second-cycle studies at the Faculty of Food Technology.
3. **Responsible person:** Vice-Dean
4. **Description of the activity:**
 - 4.1. The thesis supervisor is required to verify compliance with the formal requirements set out in the current Regulation of the Rector of the Warsaw University of Life Sciences and the current faculty requirements approved by the Program Council.
 - 4.2. An engineering thesis cannot be admitted for defence in the following cases:
 - the thesis does not meet the formal requirements (e.g., layout, required number of pages, number of references),
 - the thesis does not have a defined research problem or recommendations/guidelines for practical use,
 - the thesis contains a significant number of gross factual errors,
 - the thesis contains a significant number of deviations from the requirements for preparing a bibliography, including the absence of verified, active DOI links to publications in scientific journals, the method of citing the bibliography in the text, and the method of presenting the results.
 - 4.3. A master's thesis cannot be admitted for defence in the following cases:
 - the thesis does not meet the formal requirements (regarding the layout of the thesis, the required number of pages, and the number of literature items),
 - the thesis does not have a clearly defined research objective and research hypothesis,
 - the results obtained in the thesis have not been subjected to statistical analysis,
 - the thesis contains a significant number of gross factual errors,
 - the thesis contains a significant number of deviations from the requirements for the preparation of the bibliography, including verified, active DOI links to publications in scientific journals, the method of citing the bibliography in the text, and the method of presenting the results.
 - 4.4. A thesis that has not been accepted for defence should be returned for corrections no later than two days before the scheduled date of defence.
 - 4.5. The thesis is evaluated by the supervisor and reviewer in the e-HMS system by completing a review form.
 - 4.6. The review assesses:
 - the structure of the thesis, taking into account the requirements for the given type of thesis (correct layout, division of content, order, completeness, and proportion of chapters),
 - the substantive content of the thesis, which includes the correctness of the selection of tools, research methods, terminology used, reasoning, interpretation and discussion of results, formulation of conclusions, the degree of achievement of the objective and scope of the thesis, and in the case of an engineering thesis, the extent of the use of statistical analysis, if justified by the subject matter of the thesis and the selection of research methods,
 - innovative elements of the work (e.g., innovation in terms of subject matter, scope, research methods, and the manner of resolving research problems),
 - selection and use of sources (in terms of reliability, relevance, and completeness),

- the formal aspects of the work (linguistic, stylistic, grammatical, and spelling correctness, numbering and legibility of tables and figures, table of contents, abstract, references, bibliography),
 - the practical elements of the work, i.e., its potential uses (e.g., source material, sharing with interested institutions (companies), teaching material, publication).
- 4.7. Each element affecting the final grade of the thesis is assessed on a scale of 2 to 5, with one point per grade. Any reduction in the grade must be supported by comments included in the review.

Instruction I.VI.10. Verification of learning outcomes

Date of issue: 19 January 2026

Edition: 3.0

1. **Purpose and scope:** The purpose of the instruction is to define the rules for verifying the distribution of grades and the achievement of the intended learning outcomes in first-cycle and second-cycle studies and in postgraduate studies at the Faculty of Food Technology (hereinafter referred to as the Faculty).
2. **Scope of the instructions:** The instructions apply to all courses offered in first- and second-cycle studies and postgraduate studies at the Faculty of Food Technology.
3. **Responsible person:** Education Quality Coordinator
4. **Description of the activity:**
 - 4.1. Verification of the intended learning outcomes for first-cycle and second-cycle studies.
 - 4.1.1. Verification of the intended learning outcomes is carried out in the manner specified in the course syllabi and confirmed by means of the university's electronic system (e-HMS).
 - 4.1.2. The verification is carried out by each academic teacher responsible for the course.
 - 4.1.3. Verification is carried out after the completion of the course cycle and approval of the final assessment report in the electronic system.
 - 4.1.4. Approval of the report is tantamount to signing it.
 - 4.2. Verification of the intended learning outcomes in postgraduate studies.
 - 4.2.1. Verification is carried out by each academic teacher responsible for the module.
 - 4.2.2. Verification is carried out after the completion of the educational cycle of a given module and the preparation of the final credit report in paper form.
 - 4.2.3. Verification consists of completing a paper-based learning outcomes verification form (Form F.VI.7).
 - 4.2.4. The learning outcomes verification form, together with the credit report, is forwarded to the postgraduate studies manager.
 - 4.2.5. The postgraduate studies manager sends the completed WEK forms to the Education Quality Coordinator.

5. Related documents:

Form F.VI.7. Verification of learning outcomes in postgraduate studies

16. Forms

Form F.II.1

Date of issue: 19 January 2026

Edition: 4.0

Plan for observing classes at the Faculty of Food Technology

Academic year /

Semester: winter/summer

List of persons selected for classroom observation:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the Chair of the Working Group for Classroom Observation

.....

Form F.II.2

Release date: 19 January 2026

Edition: 4.0

Report on classroom observation

No

Warsaw,.....

Working group composed of:

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

PRELIMINARY INFORMATION

Name and surname of the lecturer

Academic degree/title

Employee*: Faculty/outside the Faculty/outside the University/doctoral student

Date of observation Time of observation.....

Subject (full name)

Teaching form*: lectures/laboratory classes/auditorium classes/e-learning classes

Form of study*: full-time studies/part-time studies

Field of study*: food technology and nutrition/food safety/food science and marketing/food science: technology and nutrition

Year Semester

Location

Course topic

Number of students participating in classes

Number of students who should participate in the class

RATING on a 5-point scale (1-very poor, 2-poor, 3-average, 4-good, 5-very good)

No.	Assessment criterion	Assessment *	Comments
1	Compliance of classes with the syllabus	1 2 3 4 5	
2	Adequacy of teaching methods to the type and subject matter of classes	1 2 3 4 5	
3	The instructor's preparation for the class	1 2 3 4 5	
4	Ability to establish contact with students and engage them	1 2 3 4 5	
5	Effective use of teaching time	1 2 3 4 5	

*underline as appropriate

Arithmetic mean of class assessment

FINAL CONCLUSIONS AND RECOMMENDATIONS AFTER CLASS OBSERVATION:

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

Signatures of the members of the working group conducting the observation:

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

Response of the person observed to the comments contained in the report:

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

Warsaw, on the Signature of the person being observed.....

Final decisions and recommendations:

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

Signatures

Dean of the Faculty

Member of the Observation Working Group

Person being observed

Form F.II.3

Date of issue: 19 January 2026

Edition: 2.0

Thesis verification report

Warsaw,.....

Working group composed of:

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

PRELIMINARY INFORMATION

Title of thesis:

.....
.....

Student's Full name:

Supervisor's Full name:

Form of study* :

- full-time
- part-time studies

Field of study* :

- food technology and nutrition
- food safety
- food science and marketing
- Food Science - Technology and Nutrition

Type of thesis* :

- engineering
- master's

The average grade for the thesis was in the range (select the appropriate range):

- 3.00-3.75
- 3.76-4.50
- 4.51-5.00

RATING

Compliance of the thesis topic with the field of study in which it was completed*: YES/NO

Compliance with the formal requirements specified in Instruction I.VI.3*: YES/NO

Consistency of the reviewer's and supervisor's opinions:

No	Evaluation criterion	Reviewer's opinion and assessment Reviewer	Opinion and assessment of the supervisor	Comments and opinions of team members
1	Compliance of the thesis topic with the content	yes/ partially/no*	yes/ partially/no	
2	Substantive value of the work	no comments/with comments	no comments/with comments	
3	Characteristics of the selection and use of sources	no comments/with comments	no comments/with comments	
4	Linguistic correctness	no comments/with comments	no comments/with comments	
5	Supervisor and reviewer evaluation			

*check the appropriate box

FINAL CONCLUSIONS:

.....

Signatures of Working Group members:

.....

Actions taken after evaluation:

.....

Signature of the chair of the Working Group

.....

Form F.II.4

Implementation of teaching activities in cooperation with practitioners

Date of issue: 19 January 2026

Edition: 2.0

Academic year: /

Full name of the practitioner:

Name of the company/institution represented by the person conducting the classes:

.....
.....

Name of the subject:

Field of study*: food technology and human nutrition/food safety/food science and marketing/food science –
technology and nutrition

Studies*: first cycle/second cycle

Form of study* : full-time/part-time

Year of study: Semester:

Type of classes*: lecture/lecture hall classes/laboratory classes

Date of classes:

Location of classes:

Course topics:
.....
.....

Signature of the person responsible for the course:

Signature of the person invited to conduct the classes:.....

* underline as appropriate

Form F.IV.1

Date of issue: 19 January 2026

Edition: 2.0

Transfer from the Faculty of Food Technology

.....
Full name *Place, date*

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :.....

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for permission to transfer to another university

I kindly request your consent for my transfer from (study cycle) (level)
..... from, the Faculty of Food Technology at the Warsaw University of Life
Sciences, to studies at the for thesemester,
in the academic year

JUSTIFICATION:

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

Date: Signature

Decision of the Vice-Dean:

Acting pursuant to § 21 of the SGGW Study Regulations, I agree/do not agree to the transfer from the Faculty of Food Technology at SGGW in Warsaw.

Date: Signature:

*- optional information, required in case of urgent contact

Form F.IV.2

Date of issue: 19 January 2026

Edition: 2.0

Transfer to the Faculty of Food Technology

.....
Full name *Place, date*

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :.....

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for permission to transfer from another university

I kindly request your consent to transfer from (study cycle) (level)
..... from the field of study,
Faculty University to the Warsaw University of Life Sciences in the field of
..... for the semester, in the academic year..... At the above-
mentioned university, I completed semesters and obtained a grade point average of. I undertake to
complete any missing courses within the specified time limit.

Date

Signature.....

Attachments:

1. Application with the consent of the Dean of my current university
2. Study progress card
3. Current certificate confirming student status

Decision of the Vice Dean:

Acting pursuant to § 21 of the SGGW Study Regulations, I consent/do not consent to the transfer from the Faculty of Food Technology at SGGW in Warsaw.

Date:.....

Signature.....

*- optional information, required in case of urgent contact

Form F.V.1

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for a change of elective course

I am applying for permission to change my elective courses/elective course for the semester in the academic year. The following courses have been approved for completion:

1. Course name
2. Course name

I would like to take the following courses – according to my preferences (enter only new/missing courses)

1. Course name
2. Course name

JUSTIFICATION

.....

Date.....

Signature.....

Decision of the Vice Dean:

I agree; the subjects to be taught are specified in the table. I do not agree to the change of subject.

Date.....

Signature.....

*- optional information, required in case of urgent contact

Form F.V.2

Date of issue: 19 January 2026

Edition: 2.0

Information on the cancellation/transfer of classes and the date of their replacement

Name of unit:

Full name of the course coordinator

Name and surname of the person conducting the classes

Field of study*: food technology and human nutrition/food safety/food science and marketing/food science –
technology and nutrition

Name of the subject

Studies*: first cycle/second cycle

Form of study* : full-time/part-time

Semester

Group number

Form of classes*: lecture/laboratory classes/auditorium classes

Planned date of classes (date and time)

Date of make-up classes (date and time).....

Planned location of classes

Location of make-up classes

Reason for cancellation/make-up classes

.....

Date and signature of the person conducting the classes.....

Date and signature of the class coordinator.....

Date of submission of the letter to the dean's office

* underline as appropriate

Form F.V.3

Date of issue: 19 January 2026

Edition: 2.0

Assessment of the administration's work

The survey aims to gather students' opinions on the administrative services provided by the Faculty of Food Technology.

Field of study*: food technology and human nutrition/food safety/food science and marketing/food science – technology and nutrition

Studies*: first cycle/second cycle

Form of studies* : full-time/part-time

Year of study:Semester

Please rate on a 5-point scale (1 – very dissatisfied; 2 – dissatisfied; 3 – neither dissatisfied nor satisfied; 4 – satisfied; 5 – very satisfied) the following aspects of the functioning of the dean's office serving your field of study/form of study:

1. Organisation of the dean's office – compliance with the established office hours, with student expectations
1 2 3 4 5
2. Availability of the dean's office staff during office hours
1 2 3 4 5
3. Student affairs
1 2 3 4 5
4. Providing professional and comprehensive assistance
1 2 3 4 5
5. How the dean's office staff treats students
1 2 3 4 5
6. Possibility of handling matters by phone/e-mail/eHMS
1 2 3 4 5
7. Communication via the WTŻ website
1 2 3 4 5
8. Overall satisfaction rating
1 2 2 4 5

What changes would you make to the functioning of the dean's office to improve the current rating and make you more satisfied?

.....

.....

.....

.....

THANK YOU FOR COMPLETING THE SURVEY!

Form F.VI.1

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for extension of the examination session

I kindly request an extension of the exam session deadline until

I did not pass the following subjects/modules on time:

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

Justification (*facts that prevented the student from attending the course/module during the exam session*)

.....
.....

Signature

Decision of the Vice-Dean:

Taking into account the above information and acting based on § 26 of the Regulations of the Warsaw University of Life Sciences, I grant/do not grant permission for an additional deadline for passing the course until

Date.....

Stamp and signature

*- optional information, required in case of urgent contact

Form F.VI.2

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number.....

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number** :

Email address** :

Vice-Dean of the Faculty of Food Technology

.....

APPLICATION

for recognition of a scientific article published in a peer-reviewed journal included in the list of scientific journals announced in the current communication of the Ministry of Science and Higher Education as a diploma thesis or for recognition of a chapter in a monograph reviewed by external reviewers*

I kindly request approval for the recognition of the article/chapter in a monograph* with the working title The planned number of pages is, and publication is planned in (please provide the name of the journal or as much information as possible about the monograph, e.g., publisher, scientific editorial board, title of the monograph, etc.). Proposed authors of the above publication:

At the same time, I acknowledge the following:

1. The dean will make the final decision on the acceptance of the publication as a thesis after assessing its scope and substantive value. The thesis may not be accepted, in particular, if the planned number of pages of the publication or the journal has changed.
2. The work must be published to be presented for defence (at least have a DOI number or a certificate from the publisher confirming acceptance of the publication and the planned date of publication).
3. At least one reviewer must review a chapter in a monograph from outside the Warsaw University of Life Sciences.
4. The preparation of a thesis in the form of an article/chapter in a monograph and delays resulting from the publishing process are not grounds for extending the duration of studies.
5. In terms of content, the publication must reflect the requirements applicable to theses at the appropriate level of study.

Signature.....

Opinion of the thesis supervisor:

.....

.....

Opinion of the Head of the organisational unit:

.....
.....

Decision of the Vice-Dean:

.....
.....

* delete as appropriate

** information needed to contact you regarding the current matter, optional

Form F.VI.3

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number** :

Email address** :

Vice-Dean of the Faculty of Food Technology

.....

APPLICATION

for acceptance of a scientific article or chapter in a monograph reviewed by external reviewers as the basis for a thesis

I kindly request approval of the attached publication as the basis for an engineering/master's thesis*. I also enclose a statement from the co-authors describing their contribution to the publication.

The publication has been prepared in accordance with the assumptions presented in the application for recognition of a scientific article/monograph reviewed by external reviewers, dated.

OR

At the same time, I kindly ask you to accept the changes that were made during the preparation of the publication for printing:

Signature.....

Opinion of the thesis supervisor:

.....
.....

Decision of the Vice-Dean:

.....
.....

* delete as appropriate

** information needed to contact you regarding the current matter, optional

Form F.VI.4

Date of issue: 19 January 2026

Edition: 2.0

Warsaw

STATEMENT BY CO-AUTHORS

**of the publication entitled "",
published in (bibliographic
data), submitted as a thesis(name and
surname of the graduate) at the Faculty of Food Technology of the Warsaw University of Life Sciences,
in the field of**

AUTHOR 1

Title or academic degree, name and surname:

Contribution to the publication (descriptive):

Contribution to the publication (%):

Signature:.....

AUTHOR 2

Title or academic degree, Full name:

Contribution to publication (descriptive):

Contribution to publication (%):

Signature:.....

Form F.VI.5

Date of issue: 19 January 2026

Edition: 2.0

.....
Name and surname of the supervisor,

.....
Place, date

Department.....

Vice-Dean of the Faculty of Food Technology

.....

Application for a change of thesis topic

I am writing to request a change of topic for the engineering/master's thesis* being written by Ms/Mr

.....
in the field of study.

from:

to:

Justification:

.....
.....

Signature of the supervisor.....

Decision of the Vice-Dean:

Acting pursuant to the Regulations of the Warsaw University of Life Sciences, I approve/do not approve the amended thesis topic.

Date.....

Signature

* delete as appropriate

** information needed to contact you regarding this matter, optional

Form F.VI.6

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for the postponement of the deadline for submitting a thesis

I hereby request permission to postpone the deadline for submitting my thesis until

I justify my request as follows

.....

Please provide information on whether or not you are in arrears with your payments to the Warsaw University of Life Sciences.

Signature.....

Attachments (if applicable):

.....

Supervisor's opinion (support for the application or justification for not supporting it):

.....

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to § 34 of the Study Regulations of the Warsaw University of Life Sciences, I agree/do not agree to postpone the deadline for submitting the thesis.

Date.....

Signature.....

*- optional information, required in case of urgent contact

Form F.VI.7.

Date of issue: 19 January 2026

Edition: 2.0

Verification of learning outcomes in postgraduate studies

title:

Subject/Module:

Academic year: Semester.....

Form of study:

Faculty:

Coordinator:

As the person responsible for the module, after verifying the achievement of the intended learning outcomes, I conclude that:

1. The final grades **confirm/do not confirm*** the achievement of the learning outcomes described in the course/module syllabus (comment:).
2. The program content enables the achievement of the intended learning outcomes in the next edition and **does not require changes/requires changes*** (proposed changes:).
3. The teaching forms and methods enable the achievement of the intended learning outcomes in the next edition and **do not require changes/require changes*** (proposed changes:).
4. The methods of verifying the achievement of the intended learning outcomes **do not require changes/require changes*** (proposed changes:).
5. The forms and methods of documenting the achieved learning outcomes **do not require changes/require changes*** (proposed changes:).

Date:

Signature:.....

* delete as appropriate

Form F.VI.8

Date of issue: 19 January 2026

Edition: 2.0

.....

Full Name

.....

Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for repeating a semester of study

I hereby request permission to repeat the semester due to failing the following courses, which were scheduled for completion in the current semester:

1. Course name – number of ECTS credits ,
Number of hours of classes within the module

At the same time, I would like to inform you that I currently have no failed courses that were the basis for conditional registration in previous semesters.

OR

At the same time, I would like to inform you that, apart from the above-mentioned courses, I have not yet passed the following courses:

1. Course name – number of ECTS credits ,
Number of hours of classes within the module

Please confirm whether you are in arrears with your fees to the Warsaw University of Life Sciences.

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to § 28 of the Study Regulations of the Warsaw University of Life Sciences, I grant/do not grant permission to repeat the semester. Please submit an enrolment application to the student list before the start of the winter/summer semester of the academic year.

Date.....

Signature.....

* optional information, required in case of urgent contact

Form F.VI.9

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number** :

Email address** :

Vice-Dean of the Faculty of Food Technology

.....

Application for advanced completion of courses

I hereby request permission to take the following courses in advance:

1. Course name (number of ECTS credits.....) in the winter/summer semester*
2. Course name (number of ECTS credits.....) in the winter/summer semester*

I justify my request.

At the same time, I would like to inform you that I have not yet obtained a pass in the following courses:

Winter semester*

1. Course name – number of ECTS credits ,
Number of hours per module

Summer semester*

1. Course name – number of ECTS credits ,
Number of hours per module

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to §28(7) and §30(5) of the Study Regulations of the Warsaw University of Life Sciences, I grant/do not grant permission for the advanced completion of the indicated courses.

Date:

Signature:.....

* delete as appropriate

** optional information, required in case of urgent contact

Form F.VI.10

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number** :

Email address** :

Vice Dean of the Faculty of Food Technology

.....

Application for conditional registration

I hereby request conditional registration for the semester due to failing the following courses, which were scheduled for completion in the current semester:

1. Course name – number of ECTS credits ,
Number of hours per module
2. Course name – number of ECTS credits ,
Number of hours per module

At the same time, I would like to inform you that I currently have no failed subjects that would be the basis for conditional registration in previous semesters of study.

OR

At the same time, I would like to inform you that, apart from the above-mentioned courses, I have not yet passed the following courses:

1. Course name – number of ECTS credits ,
Number of hours per module
2. Course name – number of ECTS credits ,
Number of hours per module

Please confirm whether you are up to date with your payments to the Warsaw University of Life Sciences.

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to § 28 of the Regulations of the Warsaw University of Life Sciences, I grant/do not grant* conditional registration for semester I request a conditional fee in the amount of PLN by I request that

the classes covered by the condition be completed in the winter/summer* semester of the academic year
20.../20...

Date:

Signature:.....

** delete as appropriate*

*** information needed to contact you regarding this matter, optional*

Form F.VI.11

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for removal from the student register

I hereby request to be removed from the student register.

I justify my request.

.....

.....

At the same time, I would like to inform you that I have fulfilled all my obligations under the regulations in force at the Warsaw University of Life Sciences and I have no outstanding fees payable to the University.

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and in accordance with § 29 of the Regulations of the Warsaw University of Life Sciences, I hereby decide to remove you from the list of students.

Date:

Signature.....

* contact details required for the current case, optional

Form F.VI.12

Date of issue: 19 January 2026

Edition: 2.0

.....
Full Name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice Dean of the Faculty of Food Technology

.....

Application for dean's leave of absence

I hereby request a dean's leave for the academic year or semester of study (Please specify.

I justify my request.

.....

At the same time, I would like to inform you that I currently have no outstanding courses required by the study program, and I am not in arrears with my fees to the Warsaw University of Life Sciences.

Signature.....

Attachments (if applicable):

1.

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to § 30 of the Study Regulations of the Warsaw University of Life Sciences, I grant/do not grant a dean's leave of absence.

Date:

Signature:.....

* optional information, required in case of urgent contact

Form F.VI.13

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for special leave

I hereby request special leave for the academic year or semester of study (please specify).

I justify my request.

.....

At the same time, I would like to inform you that I currently have no outstanding courses required by the study program, and I am not in arrears with my payments to the Warsaw University of Life Sciences.

OR

At the same time, I would like to inform you that I have not yet passed the following courses:

1. Course name..... - ECTS credits.....

Signature.....

Attachments (if applicable):

1.

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to § 30 of the Study Regulations of the Warsaw University of Life Sciences, I grant/do not grant special leave.

Date:

Signature:.....

* optional information, required in case of urgent contact

Form F.VI.14

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for medical leave

I hereby request sick leave for (please specify the academic year or semester of study).

I justify my request.

At the same time, I would like to inform you that I currently have no outstanding courses required by the study program.

OR

At the same time, I would like to inform you that I have not yet passed the following courses:

1. Course name..... – number of ECTS credits,
Number of hours per module

Please confirm whether you are in arrears with your fees to the Warsaw University of Life Sciences.

Signature.....

Attachments:

1. Opinion of the Medical Commission
2.

Decision of the Vice-Dean:

Taking into account the information presented and acting pursuant to § 30 of the Study Regulations of the Warsaw University of Life Sciences, I grant/do not grant medical leave.

Date:

Signature:.....

* optional information, required in case of urgent contact

Form F.VI.15

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

NOTE: applies to a period of up to 3 years from removal from the student register; after this period, the application should be addressed to the relevant Vice-Rector (template on the next page) – text should be deleted

Application for resumption of studies

I am applying to resume studies.

(Please provide detailed circumstances of removal from the student register and the semester and academic year for which the student is applying for reinstatement; please also provide information on whether or not there are any outstanding fees owed to the Warsaw University of Life Sciences.)

I justify my request.

.....

At the same time, I would like to inform you that this is my first request to resume my studies at their current level.

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and in accordance with § 23 of the Regulations of the Warsaw University of Life Sciences, I agree/do not agree to the resumption of studies.

The detailed conditions for resumption are presented below:

.....

Date:

Signature.....

* contact information needed for the current case, optional

.....
Full name *Place, date*

Student ID number

Field of study

Studies: first cycle/second cycle

Year:Semester:

Mailing address:
.....

Contact phone number* :

Email address* :

Vice-Rector for Didactics at the Warsaw University of Life Sciences

academic title, Full name of the Vice-Rector

NOTE: applies to a period longer than 3 years from removal from the student register – the text should be deleted

Application for resumption of studies

I am applying to resume studies.

(Please provide detailed circumstances of removal from the student register and the semester and academic year for which the student is applying for reinstatement; please also provide information on whether or not there are any outstanding fees owed to the Warsaw University of Life Sciences.)

I justify my request.
.....

At the same time, I would like to inform you that this is my first request to resume my studies at their current level.

Signature.....

Opinion of the Vice-Dean:

.....
.....

Signature.....

Decision of the Vice-Rector:

Taking into account the above information and acting in accordance with § 23 of the Study Regulations of the Warsaw University of Life Sciences, I agree/do not agree to the resumption.

The Vice-Dean will determine the detailed conditions for the resumption of studies.

Date:

Signature

* contact information needed for the current case, optional

Form F.VI.16

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number** :

Email address** :

Vice-Dean of the Faculty of Food Technology

.....

Application for deferral of payment for educational services

I am requesting a deferral of the payment/instalment* for educational services related to part-time studies
part-time studies in the semester..... in the academic year..... /
until

Justification:

.....

.....

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and acting based on the Rector's Ordinance of the Warsaw
University of Life Sciences on detailed rules for charging fees for educational services in first-cycle and
second-cycle studies and uniform master's studies, other fees related to these studies, and the procedure and
conditions for full or partial exemption from these fees, I agree/do not agree to the postponement of the
payment/instalment* for educational services.

Date:

Signature:.....

* delete as appropriate

** optional information, required in case of urgent contact

Form F.VI.17

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for payment of educational services fees in instalments

I am requesting that the fee for educational services related to part-time studies in the semester of the academic year in the following instalments:

1. instalment..... PLN payable by

2. instalment..... PLN payable by

3. instalment PLN payable by

Justification:

.....
.....

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and acting based on the Rector's Ordinance of the Warsaw University of Life Sciences on detailed rules for charging fees for educational services in first-cycle and second-cycle studies and uniform master's studies, other fees related to these studies, and the procedure and conditions for exemption from these fees in whole or in part, I agree/do not agree to the payment of the fee for educational services in instalments.

Date:

Signature:.....

* contact information needed for the current matter, optional

Form F.VI.18

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for a duplicate ID card

I kindly request a duplicate student ID card.

JUSTIFICATION:

.....
.....

Signature.....

Decision of the Vice-Dean:

I agree/do not agree to the issuance of a duplicate student ID card. Please pay the fee of PLN.
In accordance with the current Ordinance of the Rector of the Warsaw University of Life Sciences on detailed rules for charging fees for educational services in first-cycle and second-cycle studies and uniform master's studies, other fees related to these studies, and the procedure and conditions for exemption from these fees in whole or in part.

Date:

Signature:.....

** optional information, required in case of urgent contact*

Form F.VI.19

Date of issue: 19 January 2026

Edition: 2.0

.....
Full Name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for credit by examination

I hereby request permission to take a commission credit for the following course:

.....

.....

(Please provide the name of the course in accordance with the study plan.)

Justification:

.....

.....

Signature.....

Decision of the Vice-Dean:

Taking into account the above information and acting pursuant to § 27 of the Study Regulations of the Warsaw University of Life Sciences, I grant/do not grant permission to take a commission exam in the subject

Date

Signature.....

** optional information, required in case of urgent contact*

Form F.VI.20

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for a change of field of study

I kindly request your approval for my transfer from my current field of study (name, mode, level)
..... to the field of study offered
by the Faculty of Food Technology at the Warsaw University of Life Sciences.

To date, I have completed semesters and have obtained a grade point average of per semester
..... in the academic year.....

JUSTIFICATION:

.....

.....

Signature.....

Decision of the Vice Dean:

Acting pursuant to the Regulations of the Warsaw University of Life Sciences, I hereby grant/deny permission to change the field of study.

Date:

Signature:.....

*- contact information needed for the current matter, optional

Form F.VI.21

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for a change in the form of study

I kindly request your approval for my transfer within the field of study (name, level, semester number) at the Faculty of Food Technology, Warsaw University of Life Sciences, to studies carried out in the form of

I request a transfer for the semester in the academic year

I have completedsemesters and obtained a grade point average of

JUSTIFICATION:

.....
.....

Signature

Decision of the Vice-Dean:

Acting pursuant to § 22 of the Study Regulations of the Warsaw University of Life Sciences, I agree/do not agree to the change in the form of study.

Date:

Signature.....

*- contact information needed for the current matter, optional

Form F.VI.22

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice-Dean of the Faculty of Food Technology

.....

Application for a refund of educational services fees

I hereby declare that as of I am withdrawing from part-time studies in the field of
..... at the Faculty of Food Technology, Warsaw University of Life Sciences. In connection with the above, I request a refund of the tuition fees for the classes I attended.

I participated in classes during the meetings of the indicated studies.

I request a refund of the fee for unused educational services to the following bank account:

.....

Signature

Decision of the Vice-Dean:

Financial settlement:

- 1) Amount due for completed classes PLN
- 2) Paid PLN
- 3) To be refunded/paid by the student PLN

Decision made based on the current Ordinance of the Rector of the Warsaw University of Life Sciences on detailed rules for charging fees for educational services in first-cycle and second-cycle studies and uniform master's studies, other fees related to these studies, and the procedure and conditions for exemption from these fees in whole or in part

Date:

Signature:

*- optional information, required in case of urgent contact

Form F.VI.23

Date of issue: 19 January 2026

Edition: 2.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number* :

Email address* :

Vice Dean of the Faculty of Food Technology

.....

General Application

I am applying for

.....

.....

Justification:

.....

.....

Signature

Attachments (if applicable):

1.

Decision of the Vice Dean:

.....

.....

Date:

Signature:.....

*- contact details needed for the current case, optional

Form F.VI.24

Date of issue: 19 January 2026

Edition: 1.0

.....
Full name

.....
Place, date

Student ID number

Field of study

Studies: first cycle/second cycle

Year: Semester:

Mailing address:

.....

Contact phone number** :

Email address** :

Vice-Dean of the Faculty of Food Technology

.....

Application for recognition of classes conducted in the form of a tutoring process as elective classes

I hereby request that classes conducted in the form of a tutoring process be recognised as elective classes worth 2 ECTS credits. Upon completion of the process, I undertake to submit the tutor's opinion and an extract from the tutoring process card. The elective subjects that I would like to complete in the form of a tutoring process are as follows:

1. Course name – number of ECTS credits
2. Course name - number of ECTS credits.....

I am also aware that failure to complete the tutoring process will result in the completion of the above-mentioned courses.

Signature

Decision of the Vice Dean:

Taking into account the above information and acting based on § 2(6) of Appendix No. 1 to Ordinance No. 82 of the Rector of the Warsaw University of Life Sciences of 22 September 2023, on the introduction of individualized teaching in the form of tutoring and academic mentoring at the Warsaw University of Life Sciences, I grant/do not grant permission for elective courses to be completed in the form of a tutoring process.

Date:

Signature:.....

* contact information needed for the current matter, optional

APPENDIX 1

Basic legal acts (external and internal) regulating the education process (as of July 2025)

- **Act** of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended)
- **Regulation** of the Minister of Science and Higher Education of 14 November 2018, on the characteristics of second-cycle learning for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws 2018, item 2218)
- **Regulation** of the Minister of Science and Higher Education of 27 September 2018, on studies (Journal of Laws 2023, item 2787)
- **Resolution 67 - 2019/2020** of the Senate of the Warsaw University of Life Sciences of 27 January 2020, on the introduction of the System for Ensuring and Improving the Quality of Education at the Warsaw University of Life Sciences at SGGW
- **Resolution No. 35 - 2024/2025** of the Senate of the Warsaw University of Life Sciences of 25 November 2024, on detailed rules for conducting other forms of education at the Warsaw University of Life Sciences + attachments
- **Resolution No. 70 – 2024/2025** of the Senate of the Warsaw University of Life Sciences of 24 February 2025, on establishing study programs for fields of study conducted at the Warsaw University of Life Sciences, effective from the 2025/2026 academic year
- **Resolution No. 86 – 2024/2025** of the Senate of the Warsaw University of Life Sciences of 28 April 2025, on amendments to the Study Regulations at the Warsaw University of Life Sciences – appendix
- **Resolution No. 94 - 2024/2025** of the Senate of the Warsaw University of Life Sciences of 30 June 2025, on amendments to the Statutes of the Warsaw University of Life Sciences and the publication of the consolidated text of the Statutes of the Warsaw University of Life Sciences
- **Resolution No. 44 – 2023/2024** of the Senate of the Warsaw University of Life Sciences of 26 February 2024, on the adoption of rules for conducting postgraduate studies at the Warsaw University of Life Sciences
- **Resolution No. 59 – 2022/2023** of the Senate of the Warsaw University of Life Sciences of 24 April 2023, on the rules for creating and amending first-cycle, second-cycle, and uniform master's degree programs (as amended)
- **Resolution No. 41 – 2021/2022** of the Senate of the Warsaw University of Life Sciences of 29 November 2021, on establishing study programs for the field of food science and marketing (part-time first-cycle studies)
- **Resolution No. 59 – 2021/2022** of the Senate of the Warsaw University of Life Sciences of 28 February 2022, on establishing study programs for the field of Food Science: Technology and Nutrition (with subsequent amendments) (full-time first-cycle studies)
- **Resolution No. 94 - 2020/2021** of the Senate of the Warsaw University of Life Sciences of 26 April 2021, on the approval of diploma templates for graduates of the Warsaw University of Life Sciences
- **Resolution No. 99 - 2020/2021** of the Senate of the Warsaw University of Life Sciences of 31 May 2021, on the adoption of the "Strategy of the Warsaw University of Life Sciences until 2030" + appendix

- **Resolution No. 132 – 2020/2021** of the Senate of the Warsaw University of Life Sciences of 28 June 2021, on establishing study programs for the field of food science and marketing (full-time first-cycle studies)
- **Resolution No. 171 – 2019/2020** of the Senate of the Warsaw University of Life Sciences of 13 July 2020, on establishing study programs for the field of food safety
- **Resolution No. 182 – 2019/2020** of the Senate of the Warsaw University of Life Sciences of 13 July 2020, on establishing study programs for the field of food technology and human nutrition
- **Resolution No. 146 - 2018/2019** of the Senate of the Warsaw University of Life Sciences of 24 June 2019, on the rules and procedures for confirming learning outcomes
- **Resolution No. 16 – 2012/2013** of the Senate of the Warsaw University of Life Sciences of 24 September 2012, on the introduction of the Student Code of Ethics and the Doctoral Student Code of Ethics at the Warsaw University of Life Sciences
- **Resolution No. 38 – 2011/2012** of the Senate of the Warsaw University of Life Sciences of 25 June 2012, on the introduction of learning outcomes for fields of study offered at the Warsaw University of Life Sciences from the 2012/2013 academic year
- **Ordinance No. 102** of the Rector of the Warsaw University of Life Sciences of 31 October 2025, on the templates of documents confirming participation in or completion of other forms of education and microprograms conducted at the Warsaw University of Life Sciences, and the rules for their preparation and issuance
- **Ordinance No. 91** of the Rector of the Warsaw University of Life Sciences of 30 September 2025, on the establishment of studies in the field of Food Science – Technology and Nutrition at the Warsaw University of Life Sciences
- **Ordinance No. 98** of the Rector of the Warsaw University of Life Sciences of 2 October 2024, on the schedule of work related to the improvement of study programs and the deadlines for submitting proposals to launch new fields of study at the Warsaw University of Life Sciences
- **Ordinance No. 95** of the Rector of the Warsaw University of Life Sciences of 30 September 2024, on the introduction of the Regulations on benefits for students of the Warsaw University of Life Sciences
- **Ordinance No. 93** of the Rector of the Warsaw University of Life Sciences of 30 September 2024, on the rules for the use of generative artificial intelligence tools in the work of students at the Warsaw University of Life Sciences
- **Ordinance No. 75** of the Rector of the Warsaw University of Life Sciences of 20 July 2023 amending Ordinance No. 40 of the Rector of the Warsaw University of Life Sciences of 16 September 2019, on the introduction of the Work Regulations at the Warsaw University of Life Sciences – appendix
- **Ordinance No. 78** of the Rector of the Warsaw University of Life Sciences of 31 July 2023 on the requirements and rules for awarding points in the incentive remuneration system for employees of the Warsaw University of Life Sciences
- **Ordinance No. 90** of the Rector of the Warsaw University of Life Sciences of 20 October 2023, on teaching hours and the rules for their settlement + attachments
- **Ordinance No. 119** of the Rector of the Warsaw University of Life Sciences of 27 December 2023, amending Ordinance No. 91 of the Rector of the Warsaw University of Life Sciences of 25 October 2023, on the introduction of a Catalogue of alternative solutions and forms of support to ensure accessibility in education for students with disabilities at the Warsaw University of Life Sciences

- **Ordinance No. 121** of the Rector of the Warsaw University of Life Sciences of 27 December 2023, on the introduction of the Regulations for providing support to ensure accessibility for persons with disabilities at the Warsaw University of Life Sciences
- **Ordinance No. 3** of the Rector of the Warsaw University of Life Sciences of 19 January 2022, on the introduction of the Anti-Plagiarism Regulations of the Warsaw University of Life Sciences
- **Ordinance No. 12** of the Rector of the Warsaw University of Life Sciences of 8 March 2022, on the introduction of a student survey template for evaluating academic teachers in terms of their fulfilment of teaching-related duties
- **Ordinance No. 89** of the Rector of the Warsaw University of Life Sciences of 26 September 2022, on the rules for issuing higher education diplomas and diploma supplements at the Warsaw University of Life Sciences
- **Ordinance No. 90** of the Rector of the Warsaw University of Life Sciences of 27 September 2022, amending Ordinance No. 62 of the Rector of the Warsaw University of Life Sciences of 7 June 2022, on the establishment of studies in the field of Food Science: Technology and Nutrition at the Warsaw University of Life Sciences
- **Ordinance No. 4** of the Rector of the Warsaw University of Life Sciences of 18 January 2021, on the introduction of Regulations for conducting classes using distance learning methods and techniques with the use of MS Teams software by the Warsaw University of Life Sciences
- **Ordinance No. 36** of the Rector of the Warsaw University of Life Sciences of 15 April 2021, amending Ordinance No. 2 of the Rector of the Warsaw University of Life Sciences of 12 February 2019, on the Financial Support System for Researchers and Research Teams at the Warsaw University of Life Sciences
- **Ordinance No. 80** of the Rector of the Warsaw University of Life Sciences of 16 June 2021, on the establishment of studies in the field of food science and marketing at the Warsaw University of Life Sciences
- **Ordinance No. 98** of the Rector of the Warsaw University of Life Sciences of 16 September 2021, amending Ordinance No. 39 of the Rector of the Warsaw University of Life Sciences of 11 September 2019, on the introduction of the Regulations on the remuneration of employees of the Warsaw University of Life Sciences + appendix
- **Ordinance No. 100** of the Rector of the Warsaw University of Life Sciences of 22 September 2021, on the introduction of the "Guidelines for the preparation of diploma theses at the Warsaw University of Life Sciences"
- **Ordinance No. 124** of the Rector of the Warsaw University of Life Sciences of 30 November 2021, on the introduction of Regulations on the rules, procedure for awarding and paying financial scholarships from the Own Scholarship Fund of the Warsaw University of Life Sciences for employees who are academic teachers and doctoral students
- **Ordinance No. 137** of the Rector of the Warsaw University of Life Sciences of 30 December 2021, on the introduction of the Regulations for the evaluation of academic teachers at the Warsaw University of Life Sciences
- **Ordinance No. 138** of the Rector of the Warsaw University of Life Sciences of 30 December 2021, on the periodic evaluation of academic teachers at the Warsaw University of Life Sciences

- **Ordinance No. 23** of the Rector of the Warsaw University of Life Sciences of 8 April 2020, on the procedure for concluding cooperation agreements at the Warsaw University of Life Sciences
- **Ordinance No. 37** of the Rector of the Warsaw University of Life Sciences of 3 June 2020, on the approval of the Catalogue of Tools for Monitoring the Quality of Education at the Warsaw University of Life Sciences
- **Ordinance No. 46** of the Rector of the Warsaw University of Life Sciences of 26 June 2020, on the rules for conducting diploma examinations outside the University's premises using electronic means of communication
- **Ordinance No. 133** of the Rector of the Warsaw University of Life Sciences of 17 November 2020, on the rules for verifying learning outcomes specified in the study program outside the University, using electronic means of communication
- **Ordinance No. 2** of the Rector of the Warsaw University of Life Sciences of 12 February 2019 on the Financial Support System for Researchers and Research Teams at the Warsaw University of Life Sciences + attachments (as amended)
- **Ordinance No. 10** of the Rector of the Warsaw University of Life Sciences of 27 March 2019, amending Decree No. 19 of the Rector of the Warsaw University of Life Sciences of 1 March 2017, on the appointment of the Scientific Societies Committee and the publication of the consolidated text
- **Ordinance No. 46** of the Rector of the Warsaw University of Life Sciences of 1 October 2019, on the introduction of the Organisational Regulations of the Warsaw University of Life Sciences + appendix (as amended)
- **Ordinance. 26** of the Rector of the Warsaw University of Life Sciences of 17 July 2018, amending Ordinance No. 82 of the Rector of the Warsaw University of Life Sciences of 2 October 2017, on training and on-the-job instruction in occupational health and safety and fire protection for students and doctoral students of the Warsaw University of Life Sciences
- **Ordinance No. 13** of the Rector of the Warsaw University of Life Sciences of 1 March 2013, on the implementation of the study entitled "Monitoring the Professional Fate of Graduates" and on sending WULS information materials by electronic means
- **Circular Letter No. 9** of the Rector of the Warsaw University of Life Sciences of 7 December 2024, on the method of marking text fragments and objects generated by generative artificial intelligence tools

APPENDIX 2

List of educational processes at the Warsaw University of Life Sciences

- A. Launching and developing fields of study and specialisations – first-cycle studies, second-cycle studies, postgraduate studies
- B. Development and improvement of modules and subjects – first-cycle studies, second-cycle studies, postgraduate studies
- C. Information about the offer and recruitment – first-cycle studies, second-cycle studies, postgraduate studies
- D. Confirming learning outcomes acquired outside the formal education system – first-cycle studies, second-cycle studies
- E. Organisation of the education process – first-cycle studies, second-cycle studies, postgraduate studies
- F. Conditions for introducing, suspending, withdrawing, and selecting elective courses – first-cycle studies, second-cycle studies
- G. Planning and scheduling of classes – first-cycle studies, second-cycle studies, postgraduate studies
- H. Organisation of classes – first-cycle studies, second-cycle studies, postgraduate studies
- I. Conducting classes, including e-learning classes – first-cycle studies, second-cycle studies, postgraduate studies
- J. Conditions for passing classes – first-cycle studies, second-cycle studies, postgraduate studies
- K. Conditions for advancing to subsequent academic periods – first-cycle studies, second-cycle studies
- L. Conditions for transferring from other universities and fields of study – first-cycle studies, second-cycle studies
- M. Internships, work placements, and domestic and international student exchanges – first-cycle studies, second-cycle studies
- N. Theses – first-cycle studies, second-cycle studies
- O. Diploma exam – first-cycle studies, second-cycle studies
- P. Achieving the intended learning outcomes in accordance with the PRK and standards – first-cycle studies, second-cycle studies, postgraduate studies
- Q. Support for students, including those with disabilities – first-cycle studies, second-cycle studies
- R. Consistency of education with scientific research – first-cycle studies, second-cycle studies, postgraduate studies
- S. Research, teaching, technical, and administrative staff – first-cycle studies, second-cycle studies, postgraduate studies
- T. Resources used in the education process – first-cycle studies, second-cycle studies, postgraduate studies
- U. Internationalisation of the education process – first-cycle studies, second-cycle studies
- V. Building relationships in the socio-economic environment – first-cycle studies, second-cycle studies, postgraduate studies
- W. Monitoring the professional careers of graduates – first-cycle studies, second-cycle studies
- X. Innovation in the education process – first-cycle studies, second-cycle studies
- Y. Ethics in the education process – first-cycle studies, second-cycle studies, postgraduate studies
- Z. Information policy – first-cycle studies, second-cycle studies, postgraduate studies

APPENDIX 3

Infrastructure of the Institute of Food Sciences used in the educational process (as of October 2025)

Building No. 32, ul. Nowoursynowska 159c, which houses the following facilities:

1. Department of Food Technology and Assessment
 - Department of Meat Technology,
 - Department of Milk Technology,
 - Department of Fruit, Vegetables, and Cereals Technology,
 - Department of Fat and Food Concentrates Technology,
 - Department of Food Quality Assessment (laboratories in building 34, ul. Nowoursynowska 159).
2. Department of Biotechnology and Food Microbiology,
3. Department of Chemistry (some of the laboratories are located in building 23 at Ciszewskiego 8),
4. Department of Food Engineering and Process Management.

Building 32 houses the following rooms used in the education of WTŻ [Food technology] students:

- 2 university lecture halls for 240 people each (A I, A III),
- 5 lecture halls for 30 to 90 people (068, 09, 6, 2007, 2070),
- 6 seminar rooms for 16-30 people (1005, 1064, 1065, 2008, 2069, 3/71 – building 34),
- 2 computer rooms for 16 people each (1010, 1067).

The equipment in the public rooms is as follows:

Auditoriums, lecture halls, seminar rooms

- Audiovisual equipment: visualizers and multimedia projectors for computer presentations and TV and VIDEO broadcasts.
- Dry-erase boards.
- Sound system (in rooms with a capacity of 50-90 people).
- Computers with basic software for lectures and seminars, with Internet access.

Computer labs

- Computers with office software (Microsoft Office), statistical software, and Internet access.
- Specialised software (e.g., AutoCAD, STATISTICA).
- Multimedia projectors,
- Dry-erase boards/chalkboards.

The Department of Biotechnology and Food Microbiology has:

- 3 laboratories,
- 5 research laboratories (preparation and instrumental analysis laboratory, biotechnology laboratories, chemical and technological laboratory).

The research equipment used in the teaching process includes:

1. KRÜSS Biojet CF 50 electrofusion apparatus
2. Nikon Diaphot 200 microscope for ongoing observation of the electrofusion process, connected to a Panasonic GP-KR 222 camera and a Sony monitor
3. BioRad SmartSpec Plus spectrophotometer (rented)

4. Zeiss fluorescence microscope for work on the microstructure of microorganisms, with the possibility of photographic documentation
5. Gas chromatograph with flame ionisation detector GC-FID, TRACE 1300 Thermo Scientific
6. Sub DNA nucleic acid electrophoresis kit, Kucharczyk, type SABNAB – 300 with preview and photo recording capabilities + computer data processing software
7. Protein electrophoresis kit (Owe model P8DS)
8. FT2100 manual vacuum pump
9. Heidolph Reax-top Mini shaker
10. PCR nucleic acid amplification kit, Eppendorf, Mastercycler gradient type, with Thermomixer Comfort thermoshaker
11. Bioflo 3000 bioreactor, New Brunswick
12. Ultrasonic disintegrator, Omni Ruptor 4000
13. Densimat, bioMérieux
14. Reciprocating/orbital shaking incubator laboratory shaker, Rosi
15. Edmunt Buhler SM-30 shakers
16. Automatic apparatus for rapid steam distillation, Büchi
17. Vacuum evaporator, Büchi, V-700
18. Sterilizer, KBC, G-65/250
19. Incubators, Q-Cell
20. Comfor thermomixer, Eppendorf
21. Eppendorf 5810 centrifuge
22. ESCO laminar flow cabinet
23. Laboratory scales, WPA 120/K, Radwag
24. Laboratory scales, WPT1, Radwag
25. Analytical scales, PS AS/220/2X
26. Vortex, Gilson Gylab Vortex Mixer
27. Reiman scale – Steam
28. pH meter FE150
29. Olympus CO11 light microscope
30. OptaTech optical microscopes
31. Studar M1 optical microscopes
32. Julabo water baths, EcoTemp TW12
33. Büchi water baths, R-II-HB
34. Samsung DE68-03573A microwave ovens
35. CP-50 pH meters
36. Mini-spin-plus and centrifuge 5804R centrifuges
37. Zetmet dryer, type SML 32/250
38. Premed dryer, type KBC G-100/250
39. Toshiba MWZ-AG23PBK microwave oven
40. Distiller, DE 10 plus
41. Labindex laboratory rocking shaker
42. VM300S laboratory vortex mixer
43. BeadBeater ball homogeniser
44. POL-ECO thermostatic cabinet
45. Desiccator
46. Deionizer with UV, Merck
47. 4-station water bath

- 48. 25 ml digital burette
- 49. ATAGO digital refractometer for ethanol

The Department of Food Engineering has at its disposal:

- Semi-technical hall
- 1 exercise and seminar room
- 8 laboratories (bulk materials, classical analysis, bioengineering, packaging and advanced physical measurements, chemical and thermal analysis, advanced visual techniques, water activity measurements, rheological measurements).

The laboratories are equipped with the following:

1. Dryers (convection, radiant-convection, belt, fluidisation, microwave-convection, MOBILE MINOR spray dryer, GEA-|NIRO, LAB.S1 spray dryer, ANHYDRO)
2. NS 1001 L2 PANDA high-pressure homogeniser, GEA Niro Soavi
3. L5 LÖDIGE blade mixer for bulk materials
4. STREA1 NIRO-AEROMATIC fluidised bed technology
5. Vacuum packaging machine PP-5.4 TEPRO
6. UP-400S ultrasonic homogeniser, HIELSCHER
7. Test stations for membrane processes, osmotic dehydration under static and flow conditions, distillation, freezing, fluidisation, evaporation, filtration, pumps, fans, heat balances
8. Acquity UPLC H-Class liquid chromatograph, WATERS
9. CR-5 colorimeter KONICA-MINOLTA
10. CX-2 AquaLab DECAGON water activity measuring device
11. TM-3000 HITACHI scanning electron microscope
12. SMZ 1500 stereoscopic microscope, NIKON equipped with a DS-Fi1 camera
13. MST 131 stereoscopic microscope, PZO
14. Studar LAB biological microscope, PZO equipped with a VCD camera and MultiScan v.14.02 image analysis software, Computer Scanning System
15. Gold sputter coater, CRESSINGTON
16. Peltier cooling and heating table, DEBEN
17. Ultramet A400 layer thickness gauge, METRISON
18. KBF 720 climate chamber, BINDER
19. Helium pycnometer for the actual density of powders and solids, SPY-6DC stereopycnometer, QUANTACHROME Instruments
20. Apparatus for direct shearing of powders with Jenike cell (prototype)
21. Shaking volumeter for bulk density of powders STAV 2003, J.ENGELSMANN AG
22. AS 200 vibrating sieve, RETSCH with sieve set
23. VO500 vacuum dryer, MEMMERT
24. OS3000 osmometer, MARCEL
25. Titrator 888 Titrande, METROHM
26. 870 KF Titrino plus titrator, METROHM
27. MPW-260R refrigerated centrifuge, MPW
28. GAMMA 1-16 LSC CHRIST freeze dryer
29. Alfa 1-4 CHRIST freeze dryer
30. Blast freezer to -40°C model 51.20, IRINOX S.P.A.
31. Low-temperature freezer -70 to -80°C Profi Master PMU0380 NATIONAL LAB
32. Helios γ spectrophotometer THERMO ELECTRON CO

33. ASVE SMS steam steriliser
34. Bioflo 3000 Bioreactor and fermentor NEW BRUNSWICK SCIENTIFIC
35. Laboratory centrifuge 4-15 SIGMA
36. 1445 ZWICK strength testing machine with sensor (Brüel and Kjær, Narum) for contact measurement of acoustic emission
37. DV-III viscometer, BROOKFIELD
38. TA HD STABLE MICRO SYSTEMS texture analyser with thermal chamber + pressure dewar (nitrogen)
39. TA-XT2i STABLE MICRO SYSTEMS texture analyser with sensor (Brüel and Kjær, Narum) for contact measurement of acoustic emission
40. Hygrolab 3 water activity measurement kit, ROTRONIC
41. Stations for determining water vapour sorption isotherms using the static-desiccator method
42. Stations for testing the kinetics of water vapour adsorption and water desorption
43. CR-300 MINOLTA colorimeter
44. AquaLab water activity measurement kit, DECAGON
45. MF 10 basic laboratory mill with accessories
46. UIS250L ultrasonic sieve, LABINDEX
47. CILAS 1190LD particle size analyser with accessories, DONSERV
48. Alpha 1-4 LSC plus freeze dryer with accessories, DONSERV
49. SMP5 microwave vacuum dryer, PROMIS-TECH
50. Water activity meter Aw, Hygrolab C1-SET-40, ROTRONIC
51. ChecMate 3 O₂ (Zr) CO₂ gas analyser, DANSENSOR A/S
52. Rheometer RheoWin MARS 40, THERMO ELECTRON
53. Weighing system for freeze dryer SWL015, MENSOR
54. BINDER KBF 240 incubator, MERAZET
55. Differential scanning calorimeter with temperature modulation measurement capability, MDSC METTLER-TOLEDO
56. Fibertec 1023 dietary fibre determination device, FOSS
57. Vacuum evaporator with accessories, DONSERV
58. Thermal imaging camera
59. Convection steam oven
60. Laboratory turbidity meter
61. Oxygen meter
62. Temperature and humidity recorders
63. DFA 100 foam analyser with FSM foam structure module, KRUSS (OZPF)
64. Liquid dispersion analyser with a wide range of concentrations and particle sizes
65. Pulsed light application system
66. Goniometer
67. Critical point drying apparatus
68. Skscan1272 computer microtomography
69. Spectral scanning confocal microscope based on a motorised inverted microscope
70. Rheolascrystal optical rheometer
71. Laboratory station for testing membrane processes: microfiltration, ultrafiltration, nanofiltration, and reverse osmosis
72. Thickness tester
73. Automatic gravimetric water sorption analyser
74. Precision RLC meter
75. Coating applicator

76. FTIR spectroscope
77. Thermal analysis system with modulated changes and thermogravimetric analysis functions
78. Small laboratory equipment

The Department of Chemistry has at its disposal:

- A seminar room,
- 9 teaching laboratories,
- 6 research laboratories.

The laboratories are equipped with:

1. Conductometers
2. pH meters/conductometers
3. Mechanical stirrers
4. Refractometer
5. Polarimeters
6. UV-Vis spectrometer
7. FT-IR spectrometer
8. Gas chromatograph
9. Colourimeter
10. Microwave reactor
11. Thermogravimeter
12. DSC kit
13. Freeze dryer
14. Densitometer
15. Ultrasonic cleaner
16. Analytical scales
17. Convection dryer POL-EKO APARATURA
18. Vacuum evaporator with Büchi pump
19. Shaker with water-oil bath ELPIN+
20. PERKIN ELMER UV/VIS spectrophotometer
21. MPW MED. INSTRUMENTS laboratory centrifuge
22. SPECTRO-LAB calorimetric bomb
23. CAT. M17 magnetic stirrer
24. DSC Q200 differential scanning calorimeter, THERMAL ANALYSIS
25. PDSC Q20 pressure scanning calorimeter, THERMAL ANALYSIS
26. High-performance liquid chromatograph ESA DIONEX
27. NIKON microscope with SPECTRO-LAB thermal stage
28. Büchi Heating Bath B-490 evaporator
29. Vortex Velp Scientifica
30. Magnetic stirrer with heating plate
31. Marcel Mini spectrophotometer
32. UV-RAY LEIGH 1601 spectrophotometer
33. IKA KS 4000-ic control shaker
34. MPW-351 R centrifuge
35. Moisture analyser – MAC 50/NH
36. Technical scale WPE 2000
37. Microwave

The Department of Food Technology and Assessment has at its disposal:

- 5 seminar rooms,
- A semi-technical hall for mechanical processing,
- A semi-technical hall for thermal processing,
- 7 technology laboratories,
- 3 chemical and technological laboratories,
- 1 physical and chemical laboratory,
- 4 instrumental analysis laboratories.

The laboratories at the Department are equipped with:

Meat Technology Complex

1. Grinders with varying capacities
2. Trough cutters
3. Stephan vacuum cutters
4. Mainca paddle mixer
5. Slicers
6. Kenwood and Kitchen mixers
7. Meat grinder with a capacity of approx. 25 l
8. Manual injector
9. Dick piston stuffers
10. Hydraulic stuffer
11. Can sealer
12. Rational convection-steam oven
13. Electric cookers, including induction cookers
14. POL-EKO maturing chambers
15. C100 Pro Seasoning Bolarus refrigerated cabinet
16. Jugema smoking and steaming chamber
17. Jugema A-125 autoclave
18. Bain-marie/food warmer
19. Deep fryers
20. Thermomix
21. Ice maker
22. Capsule machines
23. Multifunctional convection steam oven
24. Hamburger press
25. Grills
26. Vacuum packaging machine for packaging liquid products
27. Sous-Vide cooking device
28. Microwave ovens
29. Knife steriliser
30. Commercial dishwashers
31. Small catering equipment
32. Temperature sensors and wireless temperature measurement kits
33. Alpha Model 1-4 LDPlus/2-4 LDPlus freeze dryer
34. pH meters
35. MT-03 meat quality tester, including electrical conductivity measurement

36. Egg analyser (EGG Analyser TM)
37. Homogenisers
38. Büchi Vacuum Evaporator
39. Water baths
40. Büchi fat content determination kit
41. Titrators, burettes, dispensers
42. Thickness gauge
43. Shaker with water bath, type JWE 357
44. Minolta CR 200, CR 400, and CM 2600d colourimeters
45. Hitachi and CamSpec spectrophotometers
46. SUP-65 W dryers with timer
47. O₂/CO₂ gas analysers CheckPoint and CheckMate
48. LeakMaster Pro and Leak Master Easy packaging leak analysers
49. MAP Mix 9001 ME gas mixer
50. Tray sealer T250 Multivac packaging machine
51. Multivac C200 vacuum sealer
52. HPP chamber
53. |Zwicki 1120 texture parameter measuring device
54. FoodScanTM2 device
55. 3D scanner
56. MET-2000-TRF metallographic microscope with DLT-Cam PRO 6.3MP camera
57. TA.XT.plusC texture analyser
58. Computer image analysis kit with Canon camera and Care software Ver. 2.2
59. Kjeltec protein determination kit
60. UDK-129 steam distillation apparatus
61. Centrifuges
62. Deionizer
63. RHEOTEST 2 rheometer
64. IKA mill
65. Small laboratory equipment
66. Analytical scales
67. Scales with varying weighing ranges and accuracies

Fruit, Vegetable, and Cereal Technology

1. MPW-350R refrigerated laboratory centrifuge
2. RETSCH GM-20 laboratory mill
3. IKA T25 homogeniser
4. Büchi B-316 steam distillation apparatus
5. Büchi R-124 laboratory evaporator
6. CM-3600d KONICA-MINOLTA spectrophotometer
7. SHIMADZU 1650PC UV-VIS spectrophotometer
8. SHIMADZU liquid chromatograph with chromatographic columns equipped with a diode, fluorescence, spectrophotometric and refractometric detector, SIL-20A HT automatic autosampler with controller and computer set
9. BAKER Spe 12G sample extraction kit
10. DIRECT-Q water treatment system
11. RCOV-03 tablet coating machine

12. DE-10 electric distiller
13. WPA 120/K laboratory balance
14. Muffle furnace
15. PREMED laboratory dryer
16. WPT 2C laboratory balance
17. HANNA HI 221 pH meter
18. PF 15E LILLY pasta machine
19. WP-163 semi-technical masher
20. Brookfield 2000 viscometer
21. MEYFARTH Frankfurt layer press
22. Texture analyser -TA.XT2i, Stable Micro Systems
23. Farinograph – Resistograph, Brabender
24. Amylograph – Brabender
25. Alveograph – Chopin
26. ExtensoGraph – Brabender
27. Fermentograph – ZBPP sp. z o. o.
28. Falling number apparatus – Perten Instruments
29. Perten Glutomatic Instruments
30. 3D scanner for measuring bread volume
31. Baking oven – electric modular with fermentation chamber – Svena Dahlen
32. Mixer with smooth speed control. – Stephen
33. Planetary mixer – SP-800A – Spar Food Machinery
34. Heavy Duty mixer with pasta forming attachment – Kitchen Aid
35. MLU-202 laboratory mill – Buhler
36. Quadeomat Junior laboratory mill – Brabender
37. Quadeomat Senior laboratory mill – Brabender
38. Laboratory mill – Chopin
39. Grain hardness tester attachment for farinograph – Brabender
40. Laboratory flour sifter – ZBPP sp. z o. o.
41. Kjeltex 8200 protein content determination device – Foss-Tecator
42. CP-401 waterproof pH meter
43. SAC polarimeter and Saccharimeter – ATAGO Conbest
44. A11 basic analytical mill
45. Automatic titrator
46. Microwave flow pasteurizer
47. Diluflo diluter
48. MPW-352r Laboratory Centrifuge
49. Laboratory steam steriliser autoclave 2840 El-d
50. Eurostar 60 mechanical stirrer
51. Easy 507 TABLE dough roller
52. Tekno Stamap croissant machine
53. Duab DR Robot Automatic 3/30 automatic dough divider
54. Nordic LAB XLT U250 low-temperature freezer
55. Miele PG 8583 AE-WW-AD-PD laboratory dishwasher
56. Precision nitrogen gas generator 250
57. FREEZER/MILL 6875 cryogenic mill
58. FT91-A homogeniser for an integrated aseptic filling system

59. Integrated aseptic filling system
60. HPL laboratory press

Fats and Food Concentrates Technology

9. Conventional dryers
10. APV high-pressure homogeniser
11. NIRO ATOMIZER spray dryer
12. Helios β Thermo Spectronic spectrophotometer
13. PT MASZ colloid mill
14. METROHM Rancimat
15. Rheotest
16. UNOX convection steam oven
17. FARMET screw press
18. Kjelttec System 1026 Distilling Unit
19. Soxtec 2055 Manual Extraction Unit Foss Tecator
20. PROVAPOR R-210 Büchi vacuum evaporator
21. TA.XT2 Texture analyser Stable Micro System
22. Trace 1300GC Thermo Scientific gas chromatograph, AI 1310 Thermo Scientific autosampler, POL-ECO 2-chamber thermostat
23. MA 50. R Radwag moisture analyser
24. D-78224 Elma Singen/Htw ultrasonic cleaner
25. LabDancer shaker
26. HLP5 HydroLab water treatment system
27. MP220 Mettler Toledo pH meter
28. Vibra AJL Electronic water bath
29. Technical scales
30. Analytical scales WPA 120/C AS 160/C/2 Radwag
31. Shaker type 3585 Elpin+
32. WŻ1, ZBPP laboratory grinder
33. DV3 THA EXTRA Brookfield digital rheometer
34. Lumisizer 612 017 dispersion analyser
35. BIO 2000 Bio Flo LTD ultrafiltration kit

Milk Technology Unit

1. 2MXM PHU climate chamber Refrigeration
2. Analytical Balances 5034 Auxilab
3. VCX130 Sonics Ultrasonic Processor
4. Viscosity meter with accessories RVDV-II+PRO Brookfield
5. CT3 Brookfield Texture Analyser
6. HP23-AW-SET-40 Rotronic water activity kit
7. SDS Electrophoresis Kit Bio-Rad
8. Genore liquid chromatography kit with accessories
9. DE-45 Systec Laboratory Autoclave
10. Convection dryers
11. Helios Gamma Thermo Spectronic spectrophotometer
12. SILVERSON homogeniser
13. Kjelttec System 1026 Distilling Unit

14. Moisture analysers
15. Ultrasonic cleaner
16. Shaker
17. Water treatment systems
18. Mettler Toledo pH meters
19. Water baths
20. Technical scales
21. Radvag analytical scales
22. Flow plate pasteurizer
23. Defatting centrifuge
24. Ultracentrifuge
25. Microscope set
26. Cryoscope
27. Lactodynamograph
28. Laminar flow cabinet
29. Foss Kjeldahl protein determination kit consisting of an automatic distiller, an 8-sample mineralizer, and a scrubber
30. Biosan thermomixer
31. Manual cup sealer
32. Milk composition analyser
33. Vacuum packaging machine
34. Evaporator
35. Mass spectrometer (MALTI-TOF MS)
36. Autoclave
37. Laboratory shakers
38. Stomacher's Lab blender
39. Air purity analyser
40. Biosan shaking incubators
41. Freezers

Food Quality Assessment Team

1. B-316 Büchi distillation apparatus
2. Büchi 426 mineralisation apparatus
3. LC-20AD liquid chromatograph with SPD-10A UV-VIS detectors, RF-10AXL fluorescence detectors, SPD-M10A diode detectors, and SIL-10AD Shimadzu autosampler
4. Liquid chromatograph
5. LC-6A liquid chromatograph with Shimadzu RID-6A refractometric detector
6. Gas chromatograph coupled with Shimadzu GCMS-QP 2010S mass spectrometer, HT-280T-22 TLAB autosampler, Analytical Technology
7. Hydrolab HLP distiller
8. Corning Flame Photometer 410
9. Peak Scientific N 118LA nitrogen generator
10. CAT P1500 and IKA T25 homogenizers
11. JWE Electronic KL942 laboratory rocker
12. Radeliks OK-102/1 Conductometers
13. OLS 200 GRANT water bath with shaking
14. Biosan WB-4MS mixing bath

15. Unitra UM-2 ultrasonic bath
16. Cabrolab water bath for test tubes
17. CAT R50 paddle mixer
18. Magnetic stirrers
19. IKA M20 mill
20. IKA mill
21. Retsch GM200 mill
22. XSIstruments pH50+ DHS pH meters
23. CSF 1200 muffle furnace
24. Zelmer hot plate
25. POLAX-2L ATAGO polarimeter
26. KNF LAB vacuum pump
27. Abbe refractometer
28. Shimadzu RF 1501 spectrofluorometer
29. Shimadzu UV 160A spectrophotometer
30. Shimadzu UV-VIS UV 121V spectrophotometer
31. Shimadzu UV-VIS UV MINI 1240 spectrophotometer
32. Novaspec Spectrophotometer
33. Rayleigh VIS-7220G Spectrophotometer
34. PREMED KBC G-100/250 Dryer
35. Memmert UNB400 vacuum dryer
36. Memmert VO 400/S0162 Drying Oven
37. Analytical scales
38. Technical scales
39. Laboratory centrifuge with 2 rotors 251 MPW
40. Laboratory centrifuge with 3 rotors 350R MPW
41. OSCAR fruit press
42. Multishaker PSU20i Biosan shaker
43. Multishaker PSU20 Biosan laboratory shaker
44. Vortex
45. SCHOTT Titro Line D-55122 titration set
46. Thermo Scientific SPE extraction and evaporation system
47. Büchi ROTAVAPOR R-300/V vacuum evaporator with B-305 thermostatic water-oil bath
48. V-300 diaphragm vacuum pump with I-300 Büchi vacuum controller
49. Buhler KS 15 laboratory shaker with TH15 incubator
50. MPW 352 R laboratory centrifuge with cooling function
51. RADWAG/XA 210.4Y analytical balance
52. RADWAG/PS 1000.3Y precision balance
53. LaboPlay water bath with heating, with LabCompanion magnetic stirrer
54. Microspin 12 Biosan Mini-Centrifuge
55. SPECTROstar Nano Biogenet microplate reader
56. Vorwerk Thermomix
57. LC-MS/MS liquid chromatograph coupled with a dual mass spectrometer and 3 other detectors used in LC
58. Memmert 400 incubator

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