

## **PASE – POLAND**

### Recognition Scheme Structure and Scoring System

#### *Summary*

<i>Category</i>	<i>Total</i>	<i>Pass</i>
<b>I. ACADEMIC STANDARDS</b>	<b>70</b>	<b>52</b>
1. System of tuition	10	7
2. Professional guidance	20	15
3. Quality of teaching	40	30
<b>II. MANAGEMENT</b>	<b>20</b>	<b>14</b>
1. Administration and Organization	10	7
2. PR and Marketing Ethics	10	7
<b>III. FACILITIES</b>	<b>10</b>	<b>7</b>

Total points to score

100

73

- ◆ If a school fails to achieve the minimum of points under two or more of the subcategories, accreditation will not be granted.
- ◆ A school will be referred if it fails to achieve the minimum number of points under maximum one of the subcategories.
- ◆ Decimal fractions are allowed in all subcategories and categories. However, in the final grade they should be rounded up.

PASE Recognition Scheme (*Excerpts*)

**II. MANAGEMENT**

**total: 20**

**pass: 14**

**1. Administration and organization**

**total: 10**

**pass: 7**

<b>FOCUS POINTS</b>	
a <b>Clear lines of management</b>	<ul style="list-style-type: none"> <li>• management structure</li> <li>• communication channels</li> </ul>
b <b>Dealing with the staff</b>	<ul style="list-style-type: none"> <li>• written contracts</li> <li>• comprehensive job description</li> <li>• procedures for dealing with grievances and disciplinary problems</li> </ul>
c <b>Dealing with the customer</b>	<ul style="list-style-type: none"> <li>• enrolment procedures</li> <li>• reception service: comprehensive information for the customer including availability of the level descriptions</li> <li>• contracts with the customer: tuition fee, duration of the course/ number of hours, extras provided, number of students in a group</li> <li>• course feedback questionnaires</li> </ul>

**2. PR and Marketing Ethics**

**total: 10**

**pass: 7**

<b>Focus points</b>	
a. <b>Promotion and advertising</b>	<ul style="list-style-type: none"> <li>• fairness of advertising</li> <li>• truthfulness of information</li> </ul>
b. <b>Fair trading</b>	<ul style="list-style-type: none"> <li>• fairness of dealing with the competition</li> <li>• fairness in dealing with the customer</li> </ul>