Quality Assurance Center for the 2023/2024 academic year

ACTION PLAN

	PROCEDURE	STRUCTURAL UNITS PARTICIPATING IN THE PROCESS	PERIOD OF IMPLEMENTATION	
			Starting time	Ending time
1. General activity				
1.1.	Providing suggestions to the academic staff regarding the application of new methodologies in the teaching process	Quality Assurance Center	Regular	Regular
1.2	Analysis of curriculum plans and provision of proposals in line with new requirements	Quality Assurance Center	March 2024	April 2024
1.3	Organization of training for tutors on the requirements of educational legislation, their application in the teaching process, and the preparation and processing of teaching documents	Center for Educational Organization and Management Quality Control Center Lifelong Learning Center	October 2023	October 2023
II. Activities to improve documentation and teaching methods				
2.1.	Ensuring that rules for monitoring lectures, workshops and laboratory classes and assessing the quality of teaching are developed and discussed in the Scientific Council	Quality Assurance Center	September 2023	October 2023
2.2.	Checking the compliance of subject programs submitted to the Ministry of Science and Education for approval with the relevant Standards	Teaching Methodological Council Monitoring sector	Regular	Regular

2.3.	Supervision of the preparation and approval of lesson schedules for both semesters	Quality Assurance Center Monitoring sector	01.09.2023 02.02.2024	14.09.2024 15.02.2024
2.4.	Supervision of the preparation and approval of syllabi in accordance with subject programs	Monitoring sector	01.09.2023 02.02.2024	14.09.2024 15.02.2024
2.5.	Preparation of satisfaction surveys for faculty and administrative staff	Quality Assurance Center Student Information Center	November 2023	November 2023
2.6.	Preparation of the Quality Assurance Center's action plan for the 2024/25 academic year	Quality Assurance Center	June 2024	June 2024
2.7.	Preparation of annual self-analysis report	Quality Assurance Center	July 2024	July 2024
III. Internal audit				
3.1.	Overseeing the updating of the University's website to ensure transparency of public information	Quality Assurance Center IT center	Regular	Regular
3.2	Monitoring of the educational process (lessons), analysis and evaluation of results	Monitoring sector	Regular	Regular
3.3	Conducting a satisfaction survey (online) among faculty, administrative staff, and alumni, analyzing and discussing the results	Quality Assurance Center Student Information Center	December 2023	February 2024
3.4	Conducting satisfaction surveys among students about classes (online) during the semester and analyzing and discussing the results in the Faculty Academic Councils	Student Information Center Quality Assurance Center Faculties and departments	October 2023 March 2024	January 2024 July 2024
3.5	Evaluation of the effectiveness of student support services (medical, psychological, tutoring services, cafeteria, etc.) (survey)	Student Information Center Quality Assurance Center	Regular	Regular
3.6	Organizing monitoring of library activities, tracking the dynamics of students' use of library services	Monitoring sector Library	February 2024	February 2024
3.7	Monitoring the activities of faculties and analyzing the results	Monitoring sector	By schedule	By schedule
3.8	Monitoring departments on schedule and analyzing results	Monitoring sector	By schedule	By schedule

IV. External audit				
4.1.	Providing consulting support to the university's structural units in organizing and implementing self-assessment and preparing for accreditation	Quality Assurance Center	Regular	Regular
V. Educational activities				
5.1.	Conducting training for faculty and staff, taking into account the university's electronicization	Quality Assurance Center Lifelong Learning Center	Regular	Regular
5.2.	Organizing trainings to support the improvement of teachers' professional development (effective use of modern teaching methods, etc.)	Quality Assurance Center Lifelong Learning Center	Regular	Regular
VI. Cooperation activities				
6.1.	Establishing and developing partnerships with local and international assessment agencies for quality assurance	Quality Assurance Center	Regular	Regular

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