

APPENDIX
to the Order of the University
dated 15.10.2024 No. 77/1-OD

REGULATIONS ON THE CONDUCT OF INTERNAL QUALITY AUDITS
AT THE INTERNATIONAL EUROPEAN UNIVERSITY

1. PURPOSE AND SCOPE

These regulations establish the principles, structure, and mechanisms for organizing internal audits at the International European University. The aim of internal audits is a systematic evaluation of the effectiveness of the internal quality assurance system, identification of strengths and areas for improvement, and preparation for external evaluation of the higher education institution's activities. Audits aim to create conditions for continuous improvement of educational quality, management processes, and the student experience.

2. OBJECTS OF INTERNAL AUDIT

The objects of internal audit include:

- educational programs at all levels (Bachelor's, Master's, etc.);
- the academic integrity assurance system;
- quality management procedures, documentation, and policies;
- activities of academic units (departments and institutes);
- the university's international activities;
- institutional environment and infrastructure;
- student support services;
- other aspects of university operations.

3. PRINCIPLES OF INTERNAL AUDITS

Internal audits are based on the principles of *independence, objectivity, evidence-based approach, confidentiality, transparency, stakeholder engagement, and improvement orientation.*

- Independence is ensured by avoiding conflicts of interest within the audit team.
- Evidence-based means using official documents, records, testimonies, and statistics.
- Confidentiality is guaranteed by limiting access to reports to authorized persons.
- Engagement means involving students, faculty, and administration.
- The key outcome of the audit is an analytical report that may be used for strategic decision-making to improve the quality system.

4. ORGANIZATION OF THE AUDIT PROCESS

Internal audits are organized by the Department of Educational Quality Assurance (DEQA) according to an annual schedule approved by the responsible Vice-Rector.

4.1. Audit Planning

- An annual audit schedule is developed, specifying timelines, objects, and responsible persons.
- The plan is approved by the relevant Vice-Rector, the President, and the Rector.
- Audit areas are determined based on the university's strategic goals and prior audit results.

4.2. Formation of the Audit Team

The team may include:

- DEQA representatives;
- delegated university administration representatives;
- academic staff (subject to agreement);
- student, stakeholder, or external expert representatives (as needed).

An audit coordinator is appointed, responsible for logistics and communication with the audited entity.

4.3. Preparatory Stage

- Identification of the audit object (department, program, area of activity).
- Development of checklists, report templates, information requests.
- Preliminary document/information request from the unit.
- Scheduling meetings, interviews, and site visits.

4.4. Data Collection Stage

- Review of documents (regulations, reports, protocols, policies).
- Conducting interviews with department representatives.
- Analysis of surveys, performance indicators, employment rates, etc.
- Observing the educational process (if needed).

4.5. Analytical Stage

- Summarizing data and evidence.
- Drawing conclusions about compliance with internal policies and external standards.
- Identifying strengths, issues, and potential risks.
- Providing substantiated recommendations.

4.6. Feedback Stage

- Preparation and presentation of the report to university management and the unit.
- Provision of a written report with an option for comments and clarifications.
- Discussion of possible improvement paths.

4.7. Monitoring Stage

- A follow-up after 2–3 months to verify implementation of recommendations.
- The unit submits a brief report on action plan implementation.
- If progress is unsatisfactory, a repeated audit or individual support may be initiated.

4.8. Audit Duration

- A full audit cycle typically does not exceed one calendar month.
- For large or interdisciplinary units, timing may be adjusted.

5. INTERNAL AUDIT TOOLS

The following tools are used to collect data and evidence: standardized checklists, report templates, surveys, interviews, document analysis, physical environment reviews, and student feedback.

Checklists are tailored to areas such as: academic programs, integrity, institutional environment, international activity, student support, etc.

Reports follow a standardized format to allow comparative and dynamic analysis.

6. RESULTS AND FOLLOW-UP

Each audit results in a written report that includes:

- general conclusions on compliance with quality standards and policies,
- description of strengths, risks, and improvement areas,
- specific recommendations.

The report is approved by university management and submitted to the audited unit. Based on the report, the unit develops an action plan with responsible persons and deadlines.

Implementation monitoring is carried out by DEQA within 2–3 months. In case of systemic issues, a repeated audit may be initiated.

7. AUDIT FREQUENCY

Internal audits are conducted at least once a year according to the approved schedule.

Unscheduled audits may be initiated upon the Rector's or Vice-Rectors' request or due to complaints, incidents, structural changes, or external requirements.

8. FINAL PROVISIONS

These regulations are mandatory for all university units.

Responsibility for implementation lies with the Head of the Department of Educational Quality Assurance.

The regulations are reviewed at least once every three years or as needed.

The current version is published on the university's official website and shared through internal communication channels.

Appendices to the regulations: internal audit checklists; internal audit report form.

**Director of the Department
of Educational Quality Assurance**



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