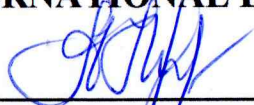


President
INTERNATIONAL EUROPEAN UNIVERSITY



Alla NAVOLOKINA

« 2 » September 2024



Rector
INTERNATIONAL EUROPEAN UNIVERSITY

Oleh PADALKA

« 2 » September 2024

DEPARTMENT OF EDUCATION QUALITY ASSURANCE

WORK PLAN

for the 2024/2025 Academic Year

№	List and Content of Tasks	Execution Period	Performance Indicator	Responsible Executors
Ensuring the functioning of the quality management system at the University				
1.	Monitoring of legislative changes and new standards in the field of quality assurance in education	Ongoing	<i>Percentage of updates to internal documents and procedures of the University in accordance with new legislative requirements and standards within 30 days of their publication (target: 100%)</i>	Director of the Department of Education Quality Assurance
2.	Adaptation of internal procedures to international standards and recommendations	Ongoing	<i>Percentage of internal procedures adapted to international standards (target: 100%)</i>	Director of the Department of Education Quality Assurance
3.	Review of existing regulations and alignment with changes in legislation	By July 1	<i>Percentage of reviewed documents (target: 100%)</i>	Relevant to the activities of departments
4.	Ensuring the functioning of the quality management system in accordance with the requirements of the international standard ISO 9001:2015	Ongoing	<i>Percentage of compliance with ISO 9001:2015 requirements (target: 100%)</i>	Director of the Department of Education Quality Assurance

5.	Conducting a scheduled internal audit of the quality management system to ensure the Maltese Temporary Campus's compliance with established standards in the European Higher Education Area	December	<i>Number of audits conducted</i> (target: 1 per year)	Director of the Department of Education Quality Assurance
6.	Conducting a scheduled internal audit of the quality management system to ensure the compliance of the University's structural units with the requirements of the international standard ISO 9001:2015	May	<i>Number of audits conducted</i> (target: 1 per year)	Heads of structural units within their competence
Normative and Organizational Support for Activities in the Field of Quality Education				
1.	Preparation of Templates and Guidelines for Reporting on Quality Assurance by Departments	October	<i>Number of templates and guidelines prepared</i> (target: 2)	Director of the Department of Education Quality Assurance
2.	Participation in Erasmus+ Grant Projects on Higher Education Quality Assurance	Throughout the year	<i>Number of submitted applications</i> (target: 2) <i>Number of grants received</i> (target: 1)	Director of the Department of Education Quality Assurance
3.	Review of Regulations Related to Quality Assurance in Education and Alignment with Legislative Changes	Ongoing	<i>Percentage of reviewed regulations</i> (target: 100%)	Director of the Department of Education Quality Assurance
External Monitoring of Quality Assurance in Education				
1.	Preparation of Self-Assessment Reports for the Educational Program "Psychology" (First (Bachelor's) Level of Higher Education)	According to a separate schedule	<i>Prepared and submitted self-assessment report</i> (target: 1)	Directors of Educational and Research Institutes, Program Guarantors, Heads of Departments, Director of the Department of Education Quality Assurance, Head of the Licensing and Accreditation Department
	Preparation of Self-Assessment Reports for "Marketing and Advertising Business" (Second (Master's) Level of Higher Education)	According to a separate schedule	<i>Prepared and submitted self-assessment report</i> (target: 1)	
	Preparation of Self-Assessment Reports for "Software Engineering" (First (Bachelor's) Level of Higher Education)	According to a separate schedule	<i>Prepared and submitted self-assessment report</i> (target: 1)	

	Preparation of Self-Assessment Reports for "Tourism" (First (Bachelor's) Level of Higher Education)	According to a separate schedule	<i>Prepared and submitted self-assessment report (target: 1)</i>	
	Preparation of Self-Assessment Reports for "Marketing" (First (Bachelor's) Level of Higher Education)	According to a separate schedule	<i>Prepared and submitted self-assessment report (target: 1)</i>	
	Preparation of Self-Assessment Reports for "Medicine" (Second (Master's) Level of Higher Education)	According to a separate schedule	<i>Prepared and submitted self-assessment report (target: 1)</i>	
2.	Preparation of the Self-Assessment Report for the "Medicine" Program and Accompanying Documents for the Reaccreditation Procedure (IAAR)	According to a separate schedule	<i>Prepared and submitted report and accompanying documents (target: 1)</i>	Director of the Department of Education Quality Assurance, Institute Director, Program Guarantor
3.	Preparation and Submission of Data for Post-Accreditation Monitoring of the "Management" Educational Program, Specialty 073 Management	According to a separate schedule	<i>Prepared and submitted report (target: 1)</i>	Director of the Department of Education Quality Assurance, Institute Director, Program Guarantor
4.	Organization and Conduct of Consultations for Preparation for Meetings with NAQA, IAAR Experts	Throughout the year	<i>Number of consultations conducted (target: 10 per year)</i>	Director of the Department of Education Quality Assurance
5.	Conducting consultations and seminars with participants of the educational process on familiarizing with the University's regulatory documents	Throughout the academic year	<i>Number of seminars conducted (target: 2 per year)</i>	Director of the Department of Education Quality Assurance
6.	Conducting consultations with participants of the educational process on preparation for licensing and accreditation	Throughout the academic year	<i>Number of consultations (target: at least every two weeks)</i>	Director, Head of the Licensing and Accreditation Department, Program Guarantors
7.	Organization of information on the University website regarding educational	By November 30	<i>Percentage of reviewed and organized website pages and documents (target: 100%)</i>	Director, Head of the Licensing and Accreditation Department, Program

	programs and related activities within the framework of accreditation preparation			Guarantors, Director of the Department of Public Relations and Youth Policy
8.	Preparation and submission of documents for the initiation and implementation of educational activities at the level of professional pre-tertiary education	By January 2025	<i>All necessary documents prepared and submitted in accordance with the requirements of the CMU Resolution dated December 30, 2015, № 1187</i>	Director, Head of the Licensing and Accreditation Department, Acting Director of the College
Processes and Procedures for Internal Quality Assurance of Higher Education and Educational Activities				
1.	Updating the List of Questions for Surveys of Educational Process Participants Considering Recommendations from Education Quality Experts	September	<i>Percentage of reviewed and updated questionnaires (target: 100%)</i>	Director, Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles, Director of the Department of Public Relations and Youth Policy
2.	Conducting Surveys of Educational Process Participants (Higher Education Students, Academic Staff, Stakeholders, etc.)	September-May	<i>Percentage of conducted surveys (target: 100%)</i>	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles, Director of the Department of Public Relations and Youth Policy
3.	Conducting Focus Groups and Meetings with Educational Process Participants (Higher Education Students, Academic Staff, Stakeholders, etc.)	September-May	<i>Number of meetings conducted (target: 12)</i>	Director of the Quality Assurance Department, President of the Student Parliament, Directors of Educational and Scientific Institutes, Heads of Departments

4.	Processing Survey Results of Educational Process Participants (Higher Education Students, Academic Staff, Stakeholders, etc.) and Posting Results on the University Website	March-April	<i>Percentage of processed survey results and posted on the website (target: 100%)</i>	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
5.	Conducting the Residual Knowledge Diagnosis Procedure in the I and II Semesters of the Academic Year	November, May	<i>Prepared and submitted report (target: 2)</i>	Directors of Educational and Scientific Institutes, Heads of Departments, Director of the Department of Education Quality Assurance, Head of the Licensing and Accreditation Department, Director of the Department of Educational Process Organization
6.	Analysis of Higher Education Students' Academic Performance for the I and II Semesters of the 2024-2025 Academic Year	February, June	<i>Prepared and submitted report (target: 2)</i>	Directors of Educational and Scientific Institutes, Heads of Departments, Director of the Department of Education Quality Assurance, Head of the Licensing and Accreditation Department, Director of the Department of Educational Process Organization
7.	Conducting Comparative Analysis of the Success Rate of the Unified State Qualification Exams: (KROK 1, KROK 2, and OSCE)	June-August	<i>Prepared and submitted report (target: 3)</i>	Director of the "European Medical School," Heads of Departments, Director of the Quality Assurance Department

8.	Monitoring of Compliance by Academic Staff with Licensing Conditions for Educational Activities	Ongoing	<i>Number of checks conducted on compliance with licensing conditions (goal: quarterly checks across all structural units)</i> <i>Response Time to Identified Violations (goal: no more than 5 working days to respond and initiate corrective actions).</i>	Directors of Institutes, Program Guarantors, Heads of Departments, Director of the Department of Education Quality Assurance, Head of the Licensing and Accreditation Department, Director of the Educational Process Organization Department
9.	Ranking of Academic Staff	May-June	<i>Prepared and submitted report (goal: 1)</i>	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
10.	Ranking of Higher Education Students	May-June	<i>Prepared and submitted report (goal: 1)</i>	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
11.	Participation in the Review of Educational Programs Implemented at the University	Throughout the year	<i>Number of reviewed educational programs (goal: 100%)</i>	Head of the Licensing and Accreditation Department.
Ensuring Compliance with the Principles of Corporate Ethics and Academic Integrity				
1.	Signing of the Declaration of Adherence to Academic Integrity by First-Year Students of Educational and Scientific Institutes	September 2024	<i>Percentage of signed declarations (target: 100%)</i>	Head of the Department of Knowledge Monitoring and Compliance with the Principles of Academic Integrity
2.	Seminar for First-Year Students "Student in Focus" as part of the Orientation Program	September 2024	<i>Number of seminars conducted (target: 1)</i>	Head of the Department of Knowledge Monitoring and Compliance with the Principles of Academic Integrity
3.	Joint Event with the Student Parliament "Corporate Ethics and Integrity at the	October 2024	<i>Number of seminars conducted (target: 1)</i>	Director of the Quality Assurance Department,

	International European University" for Higher Education Applicants			Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
4.	Development of a Survey on Adherence to Academic Integrity Principles by University Staff during Professional Activities	February 2025	<i>Number of surveys developed</i> (target: 1)	Director of the Quality Assurance Department, Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
5.	Conducting a Survey on Adherence to Academic Integrity for Students	December 2024	<i>Number of surveys conducted</i> (target: 1)	Director of the Quality Assurance Department, Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
6.	Conducting a Survey on Adherence to Academic Integrity Principles by University Staff during Professional Activities	March 2025	<i>Number of surveys conducted</i> (target: 1)	Director of the Department of Organization of the Educational Process, Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
7.	Attending Classes by Responsible Person to Monitor Compliance with Corporate Ethics and Academic Integrity Requirements and Standards at the University	Throughout the year	<i>Number of attended classes</i> (target: monthly attendance)	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
8.	Scientific Seminar on "Academic Integrity in Modern Education, Science, and Practice" for Participants in the Educational Process	May 2025	<i>Number of seminars conducted</i> (target: 1)	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles

9.	Preparation and Posting of Academic Integrity Recommendations for All Participants in the Educational Process on the University Website	Throughout the year	<i>Number of prepared and posted recommendations</i> (target: 1)	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
10.	Providing Consultations and Explanations on the Content of the Academic Integrity Policy and Its Implementation	Throughout the year	<i>Number of consultations held</i> (target: monthly consultations)	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
11.	Providing Consultative Assistance to Students on Academic Culture and Academic Writing	Throughout the year	<i>Number of consultations held</i> (target: monthly consultations)	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles
12.	Organization and Conduct of Primary Plagiarism Check of Student Text Works in the StrikePlagiarism System	Throughout the year	<i>Number of works checked</i> (target: 100% of submitted works)	Head of the Department of Knowledge Monitoring and Adherence to Academic Integrity Principles

**Director of the
Department of Education Quality Assurance**



Anzhelika DROZDOVA