WORK PLAN OF MONITORING AND ASSESSING ACTIVITIES FOR THE 2022-2023 ACADEMIC YEAR INTERNAL QUALITY ASSURANCE UNIT AT FFL. OCTOBER 2022

The planned activities are in accordance with the Regulation for Quality and Assurance Unit at UT, article 26. This action plan is valid for the academic year 2022-2023.

The main activities and periods are planned as follows:

September 2022 - September 2023

Activities:

- Meeting of Basic Quality Assurance Unit members for the organization of monitoring and assessment of quality activities;
- Periodic meetings with academic and administrative structures for quality improvement;
- Delivering of departments proposals for changes of study program syllabi in the amount of 20/%;
- Supportive activities to assure the quality /accreditation of Master programs with BQAU and UT academic and administrative structures at FFL.
- Periodic meetings with student structures;
- Supportive activities to assure the quality /accreditation of master study programs. Meetings/Trainings;
- Trainings of Internal Assessment Group according to needs during the Internal Assessment;
- Completing the Form "Summary of the course leader/lecturer teaching activity";
- Assessment by graduated students;
- Creation of students assessment forms for teaching quality;
- Drafting of semester evaluation reports by students;

- Annual assessment of the teaching, research and service activities;
- Drafting of the annual report for quality assurance.

November 2023

Planned Activities:

- Annual Reporting to the Deanery for the 2022-2023 quality assurance;
- Publication of the annual quality assurance report.

WORK PLAN OF MONITORING AND ASSESSING ACTIVITIES FOR THE 2022-2023 ACADEMIC YEAR Summary Table

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept
	2023											
Supportive	Supportive Activities for quality assurance. Meetings/ Trainings											
	Publication BQAU and	n of nual report										

		Questionnaire/As sessment by students.					Questionnaire/Ass essment by students.		
Summary For of the course leader/lecture teaching activity	e					Assessment by graduated students			
		Supportive programs v structures	and UT a						

Periodic meetings with academic and administrative structures for quality improvement.

Trainings of Internal Assessment Group according to needs during internal assessment.

Periodic meetings with student structures.

Meetings of BQAU members for the organization of monitoring and assessment of quality.

Participation in training programs organized by QBAU and QAAHE. Cooperation with other QBAU of the main units of UT to share experiences.													
								Annual assessment of teaching, research and service activities.					
												Annual reporting for quality assurance.	
												Publication of the annual quality assurance report.	