

**WORK PLAN OF MONITORING AND ASSESSING ACTIVITIES FOR THE 2023-2024 ACADEMIC YEAR
INTERNAL QUALITY ASSURANCE UNIT AT FFL .OCTOBER 2023**

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 2023-2024.

The main activities and periods are planned as follows:

September 2023 - September 2024

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 for ensuring the quality /accreditation of Master programs with BQAU and UT academic and administrative structures at FFL .
- Periodic meetings with student structures;
- Supportive activities for ensuring 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;

				Questionnaire/ Assessment by students.				Questionnaire/ Assessment by students.		
		Summary Form of the course leader/ lecturer teaching activity								
							Assessment by graduated students			
			Supportive activities to assure the quality/accreditation of Master programs with BQAU and UT academic and administrative structures at FFL.							
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.