



Action Plan of the Quality Assurance Service 2024-2025 Academic Year

1. Supporting the Development of Educational Programmes			
1.1	Internal Quality Assurance	1.1.1	Updating and monitoring educational programme plans, course syllabi, and teaching materials.
		1.1.2	Analysis of students' academic performance; monitoring of final examinations; development of recommendations for all faculties; submission of semester reports to the BSU Academic Council.
		1.1.3	Conducting surveys of students, academic and invited staff at the end of the semester and monitoring the relevant feedback.
		1.1.4	Conducting surveys of employers and graduates and developing relevant recommendations.
		1.1.5	Improvement of teaching and learning process instruments, including peer evaluation, evaluation of colleagues by supervisors, class observation, etc.
		1.1.6	Involvement of students in the quality assurance mechanisms of educational programmes and development and implementation of relevant instruments.
		1.1.7	Systematic monitoring of the teaching process: attendance, observation and evaluation of lectures, group work, and laboratory sessions.
		1.1.8	Evaluation of the work of programme working groups and curriculum committees; submission of programme heads' reports in accordance with Resolution No. 06-01/54 of the BSU Academic Council of 14 July 2022 on the approval of the Rule for the Development, Approval and Improvement of BSU Educational Programmes.
		1.1.9	Periodic familiarisation of academic and invited staff, as well as students, with framework documents.
		1.1.10	Monitoring the update of academic staff data (CVs) and the system for evaluating scientific activities.
		1.1.11	Participation in the university budget planning process.
		1.1.12	Monitoring quality assurance processes in the field of vocational education.
1.2	External Quality Assurance	1.2.1	Implementation of authorization recommendations and advice, and preparation and submission of relevant reports.
		1.2.2	Accreditation of new educational programmes, including foreign-language and joint programmes.
		1.2.3	Development of the electronic database of educational programmes and syllabi.
		1.2.4	Preparation of the accreditation calendar.
		1.2.5	Preparation and submission to the LEPL National Center for Educational Quality Enhancement of reports on the implementation of recommendations issued during monitoring, post-accreditation processes, and by experts of the Accreditation Council.
2. Supporting Institutional Quality Development			
2.1	Evaluation of the satisfaction of students, academic and administrative staff (through questionnaires, once a year, May-June)	2.1.1	Conducting surveys.
2.2	Evaluation of institutional effectiveness according to indicators defined by BSU	2.2.1	Development of the electronic system for evaluating educational programmes.
2.3	Supporting the update of BSU strategy	2.3.1	Participation in the update of BSU strategic and action plans.
2.4	Supporting the development of an instrument for evaluating scientific research	2.4.1	Development of evaluation instruments.
2.5	Supporting the development of e-learning	2.5.1	Supporting the development of e-learning. Integration of e-learning into the teaching process.
2.6	Supporting the development of vocational educational programmes	2.6.1	- Carrying out preparatory activities for authorization in the field of vocational education; - Adding vocational educational programmes.
2.7	Supporting the introduction and development of teaching methodology for students with disabilities	2.7.1	Preparation of individual study plans.
2.8	Evaluation of action plans and reports of BSU structural units in relation to the strategic plan	2.8.1	Determining the relevance of action plans and reports to the goals, objectives and activities of the strategic plan.
2.9	Supporting the development	2.9.1	Piloting internship programmes for students.



	of projects necessary for institutional development		
2.10	Conducting research	2.10.1	Conducting thematic research.
2.11	Supporting and analysing projects submitted under the Erasmus+ programme	2.11.1	Evaluation of results.
2.12	Supporting academic integrity	2.12.1	Updating the regulatory document on academic integrity.
3. Professional Development of Staff			
3.1	Organising trainings using internal resources	3.1.1	Teaching and learning methods; e-pedagogy; technical support for e-learning; Turnitin programme.
3.2	Organising trainings using external resources	3.2.1	Issues related to cluster accreditation; introducing quality assessment instruments to academic staff and students, etc.; specific features of doctoral studies.
4. Internationalisation			
4.1	Supporting curriculum internationalisation	4.1.1	Preparation of English-language educational programmes; participation in the development of joint programmes; supporting the involvement of foreign colleagues in curriculum development processes, as well as their participation in the teaching process.
4.2	Cooperation with agencies and institutions in the direction of implementing quality mechanisms and supporting the Bologna Process	4.2.1	Signing memoranda; trainings; seminars; exchange of scientific research results and best practices.
5. Sharing Knowledge and Experience			
5.1	Sharing the results obtained in the work process with international and local partners	5.1.1	Conducting joint seminars; exchange of scientific research results and best practices.
5.2	Supporting the work of the Quality Assurance thematic group	5.2.1	Formation of thematic groups.
5.3	Participation in conferences, seminars, webinars and various scientific activities		
5.4	Initiating changes and improvement mechanisms in regulatory documents	5.4.1	Regulation of the BSU Quality Assurance Service.
		5.4.2	Doctoral Studies Regulation.