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**“QUALITY ASSURANCE CENTRE”
WORK PLAN
2018-2019**

No	Work Plan	Execution Due
1	Verification of the compliance of the syllabi over subjects to the standards on a constant basis and modernisation thereof	May, 2019
2	Gathering the syllabi over subjects and placing thereof on the university website	September, 2019
3	Supervision that students are provided with methodical tools and lecture notes over subjects in the syllabi	October, 2019
4	Supervision that the lecture notes are placed in the university website and that these notes exist in the university library	October, 2019
5	Supervision that the educational process take place accordingly with the subjects in the programme	Constantly
6	Adaptation of educational programmes to the demands of the employment market	November, 2019
7	Monitoring of the use of modern materials, innovative, creative and interactive methods, and training technologies in the training and educational processes	Constantly
8	Provision of improvement of the organisation of the constant monitoring and evaluation of the education programmes with the participation of trainees and graduates, organisation and management of the education according to the results	January, 2019 – December, 2019
9	Research into methodology based on modern education technologies and international norms	September, 2019
10	Extension of English training and increment of the activity of the trial groups	Constantly
11	Preparation of a 5-year strategic plan for the university. Compilation of short- and long-term activity plan and identification of goal accordingly	April, 2019
12	Establishment of healthy mutual relationships among the structural sections, faculty members and trainees of the university	Constantly
13	Adaptation of education to international standards and organisation of digital education	September, 2019
14	Evaluation of the faculty members and educational activities	Constantly
15	Training and educating the faculty and administrative members of the university on improvement	January, 2019 – June, 2019
16	Carrying out the corresponding work in the direction of rejuvenating the members of pedagogical departments	Constantly
17	Participation of the faculty members in the international exchange programmes	March, 2018
18	Carrying out surveys of satisfaction among the students and trainees constantly and organising feedback input methods	March, 2018 – October, 2019
19	Preparation of memory guide of students	Constantly

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20	Participation of students and trainees in exchange programmes	October, 2018
21	Establishment of relationship between trainees and industrial firms	Constantly
22	Support for the trainees to be employed according to their specialty	Constantly
23	Establishment of graduate-coordination system of the university and carrying out the continuous employment market research	Constantly
24	Organisation of a corresponding professional tutorial service that considers individual and special needs of trainees in the establishment and supports their academic achievements	Constantly
25	Improvement of independent work skills of students	February, 2019
26	Organisation of intra-university and national science olympiads, contests and intellectual competitions	Constantly
27	Preparation of an involvement mechanism for specially talented students in the scientific and public works of the university	Constantly
28	Admission of graduate students to foreign universities and strengthening of full PhD network	Constantly
29	Design of interns and preparation of evaluation mechanisms according to presentation	Constantly
30	Organisation and holding of colloquiums, and supervision of evaluation of scores according to the results	Constantly
31	Supervision of the evaluation of knowledge according to intermediate total results	Constantly
32	Establishment of directing the scientific research activity of the university in the subjects that are practical to general public	Constantly
33	Establishment of positive dynamics of scientific research works published in various scientific research publications (Thomas Reuters)	Constantly
34	Supervision of establishment of the copyright and anti-plagiarism mechanisms in the publication of scientific research work	Constantly
35	Improvement of activities for advertising the periodical publications of the university in the international arena	Constantly
36	Evaluation of the equipment of the university with modern infrastructural and technical tools for the effective holding of educational, training and research work	Constantly
37	Digitization the textbooks, educational materials and methodical tools, and establishment of central digital educational methodical base	September, 2019
38	Establishment of digital educational journals	September, 2019