

**WORK PLAN OF THE QUALITY ASSURANCE DEPARTMENT OF THE IAEM
FOR THE 2024-2025 ACADEMIC YEAR**

№	Title	Responsible Executives	Deadline	Execution Control
<i>Заходи із забезпечення якості вищої освіти</i>				
1	Support and organization of materials preparation for national and international accreditations	Head of the quality assurance department, deans, program coordinators, heads of departments	Continuously	
2	Organizational and methodological support for the coordinators of the educational programs "Medicine" (master's level) and "Dentistry" (bachelor's level)	Head of the quality assurance department, deans, program coordinators, heads of departments	Continuously	
3	Monitoring the compliance of the Academy's staff composition with the Licensing Conditions for Educational Activities (paragraphs 35-38) and providing recommendations on the formation of program working groups	Head of the quality assurance department, specialist of the human resources department, deans, heads of departments	Continuously	
4	Verification of abstracts, scientific articles, term papers, and thesis texts for matches/identity/similarity using the StrikePlagiarism system	Head of the quality assurance department	Continuously	

5	Monitoring of course syllabi for compliance with the assessment system of learning achievements in accordance with the current regulations on the evaluation of students' learning outcomes	Head of the quality assurance department, deans, program coordinators, heads of departments	January 2025	
6	Updating the Academy's quality assurance policy in accordance with the standards of the European Higher Education Area	Head of the quality assurance department, lead specialist of the licensing and accreditation department	November - December 2025	
7	Preparation of a plan for the review and update of educational programs	Head of the quality assurance department, senior specialist of the licensing and accreditation department	January 2025	
8	Development of roadmaps for the self-assessment of existing materials as part of preparation for national and international accreditations	Head of the quality assurance department, lead specialist of the licensing and accreditation department	January 2025	
9	Preparing program coordinators for the development and implementation of international agency standards	Head of the quality assurance department, lead specialist of the licensing and accreditation department, deans	January-May 2025	
10	Review and update (if necessary) of the Regulation on the Organization and Conduct of the Objective Structured Practical (Clinical) Examination	Head of the quality assurance department, senior specialist of the licensing and accreditation department, deans	February 2025	
11	Development of recommended topics for professional development of academic staff	Head of the quality assurance department, deans, program coordinators, heads of departments	February 2025	
12	Monitoring of educational programs for compliance with the standards and criteria of national and international accreditations	Head of the quality assurance department, deans, program coordinators, heads of departments	February 2025	

13	Monitoring of information on the professional development of academic staff	Head of the quality assurance department, lead specialist of the licensing and accreditation department	February 2025	
14	Conducting thematic seminars for students and academic staff on familiarization with the University's regulatory documents: recognition of non-formal/informal education results, conflict resolution, organization of the educational process, etc.	Head of the quality assurance department, lead specialist of the licensing and accreditation department, director of the department of public relations and youth policy	February - May 2025	
15	Analysis of the effectiveness of the procedure for credit transfer of learning outcomes, and review and update, if necessary, of the Regulation on the Determination of Academic Differences and Credit Transfer of Learning Outcomes (Courses)	Head of the quality assurance department, deans, head of the department for working with international students	March 2025	
16	Organization and conduct of meetings with stakeholders of the "Medicine" and "Dentistry" educational programs	Head of the quality assurance department, director of the department of public relations and youth policy, deans, program coordinators, heads of departments	March-May 2025	
17	Participation in open classes of academic staff and development of a technological map for evaluating educational courses	Head of the quality assurance department	March-May 2025	
18	Conducting seminar-meetings with the Student Parliament on the specifics of educational program accreditations in the European Higher Education Area	Head of the quality assurance department, Student Parliament	April, September 2025	

19	Monitoring the quality of course syllabi within educational programs	Head of the quality assurance department, deans, program coordinators, heads of departments	May 2025	
20	Monitoring and providing recommendations on the catalog of elective courses for educational programs for the 2025/2026 academic year	Head of the quality assurance department	May 2025	
21	Analysis of the effectiveness of implementing active learning methods based on the dynamics of students' academic achievements	Head of the quality assurance department	May, November 2025	
22	Processing the results of faculty ranking for the 2024/2025 academic year and compiling data by departments	Head of the quality assurance department	June 2025	
23	Conducting meetings with higher education students on educational, organizational, informational, advisory, and social support matters	Head of the quality assurance department, deans, program coordinators, heads of departments, president of the Student Parliament	September 2025	
24	Monitoring the implementation and integration of project-based learning, considering the assessment system for research competency	Head of the quality assurance department	October 2025	
25	Conducting thematic seminars with participants in the educational process on educational opportunities for higher education students	Head of the quality assurance department, Student Parliament	October 2025	
<i>Моніторинг успішності здобувачів вищої освіти</i>				
25	Analysis and discussion of student performance for the first semester of the 2024/2025 academic year	Deans, program coordinators, heads of departments, head of the quality assurance department	January 2025	

26	Step-by-step analysis of semester and annual academic performance of students in courses covered by the integrated "KROK" exam for the "Medicine" and "Dentistry" educational programs, with the formation of consolidated results, conclusions, and recommendations	Deans, program coordinators, heads of departments, head of the quality assurance department	January, June 2025	
27	Analysis and discussion of student performance for the 2024/2025 academic year	Deans, program coordinators, heads of departments, head of the quality assurance department	June 2025	
28	Analysis of the ranking of higher education students	Deans, program coordinators, heads of departments, head of the quality assurance department	June 2025	
29	Analysis of the performance of students who passed the integrated "KROK" test exam, with the formation of consolidated results, conclusions, and recommendations	Deans, program coordinators, heads of departments, head of the quality assurance department	August, September 2025	
<i>Моніторинг опитувань учасників освітнього процесу (SWOT-аналіз)</i>				
30	Conducting and analyzing a survey of stakeholders and graduates on "The Quality of Educational Services Provided at IAEM"	Head of the quality assurance department	January 2025	
31	Conducting and analyzing a survey of IAEM graduates on "Satisfaction with the Quality of the Educational Process"	Head of the quality assurance department, Student Parliament	February, June 2025	
32	Conducting and analyzing a survey of students on "Ensuring Academic Integrity at IAEM"	Head of the quality assurance department, Student Parliament	February 2025	

33	Conducting and analyzing a survey of higher education students on "Students' Evaluation of Faculty Mastery Levels"	Head of the quality assurance department, Student Parliament	May, December 2025	
34	Conducting and analyzing a survey of students on "Expected Learning Outcomes"	Head of the quality assurance department, Student Parliament	September 2025	
35	Conducting and analyzing a survey of academic staff on "Results of Professional Development in Active Learning Methods"	Head of the quality assurance department	October 2025	
36	Conducting and analyzing a survey of students on "Faculty Use of Active Learning Methods"	Head of the quality assurance department, Student Parliament	October-November 2025	
37	Conducting and analyzing a survey of students on "The Educational Environment Atmosphere Through the Eyes of Students"	Head of the quality assurance department, Student Parliament	November 2025	
38	Conducting and analyzing a survey of students on "Evaluation of Educational Activities Through the Eyes of Students"	Head of the quality assurance department, Student Parliament	December 2025	