Approved by the
Head of
Department
PhD, Associate Professor
Curaxina S.S.



Minutes No. _2__ dated 11.09.2026

Work Plan
of the Quality Assurance Officer of the Department of Economics

for the 2026–2027 academic year

Objective: to coordinate the maintenance, continuous improvement and increased effectiveness of the quality management system (QMS) of the Department of Economics in accordance with the requirements of the ISO series of international standards on quality management (ISO 9000:2008; ISO 9001:2008; ISO 1901:2003).

Objectives

1. Establishing a system of regular internal audits (reviews) of the quality system.

2. Implementing a system for monitoring and measuring the core and support processes of the QMS.

3. Implementing a system for monitoring student satisfaction with the quality of education.

4. Developing and updating QMS documentation in accordance with international ISO standards.

5. Engaging academic and other departmental staff in the implementation of the QMS.

6. Participating in internal audits (reviews) of the quality system. Compiling audit records.

7. Preparing the materials and documentation required for departmental self-evaluation.

No.	Activities	Planned timeframe	Persons responsible and implementers	Notes Completion status
1. Organisational activities				
1.	Approval of the Quality Assurance Officer's work plan for the 2026–2027 academic year.	September	Quality Assurance Officer Ianioglo N.P.	
2.	Approval of the internal audit programme (plan) for the 2026–2027 academic year.			
3.	Updating the "Regulatory and Legal Documentation" folder.	September	Quality Assurance Officer, Ianioglo N.P.	
4.	Updating information on the availability of teaching and learning resource packages for the department's Cycle I and Cycle II programmes.	October	Ianioglo N.P. Cara M.F. Cernova Z.A.	
5.	Preparing documentation for internal audits.	Throughout the year	Radova L.A. Cara M.F.	
6.	Preparing the schedule of open classes at the department for the 2026–2027 academic year.	September–October	Cernova Z.A.	
7.	Checking course curricula for compliance with the Regulations on the University Curriculum.	September 2026 January 2027	Cara M.F.	
8.	Conducting an internal audit of departmental QMS documentation (academic group registers, departmental duty register, peer observation and analysis register, course curricula and individual staff work plans).	Throughout the year	Ianioglo N.P. Cara M.F. Cernova Z.A.	
9.	Addressing findings and implementing corrective actions following the internal audit of the departmental QMS.	Throughout the year	Ianioglo N.P.	
10.	Organising the collection of academic staff annual reports on the quality management system (QMS).	Early June	Ianioglo N.P.	
11.	Preparing the consolidated report on the review of the departmental QMS for the 2026–2027 academic year.	Mid-June	Ianioglo N.P. Cara M.F. Cernova Z.A.	
2. Research and teaching methodology seminars and meetings				
1.	Departmental meeting to plan QMS activities.	September–October	Ianioglo N.P.	
2.	Providing information to the Head of Department for inclusion on the departmental meeting agenda: findings of the review of curriculum availability for the first/second semester, compliance with the Instructions for Preparing a Course/Module Curriculum, and preparation of examination question papers.	October, January	Ianioglo N.P.	

No.	Activities	Planned timeframe	Persons responsible and implementers	Notes Completion status
3.	Providing guidance on the preparation of examination materials.	November April	Ianioglo N.P.	
4.	Discussing new teaching and methodological publications received by the Comrat State University library for the department's fields of study.	Throughout the year	Cernova Z.A.	
5.	Discussing academic staff participation in research seminars, round tables and conferences in line with their research interests.	Throughout the year	Departmental academic staff	
3. Engaging university staff in quality assurance				
1.	Providing consultations on planning, organising activities and reporting.	Throughout the year	Departmental academic staff	
2.	Peer observation of examinations and of the defence of course papers and internship reports.	December–January May–June		
3.	Presenting a report at a departmental meeting on the organisation and supervision of internships.		Academic staff member supervising the internship	
4. Developing and updating QMS documentation in accordance with the ISO series of international standards				
1.	Developing the departmental Quality Assurance Officer's work plan for the 2026–2027 academic year.	September	Ianioglo N.P. Cara M.F.	
2.	Developing the departmental internal audit programme (plan) for the 2026–2027 academic year.	September	Ianioglo N.P. Cara M.F.	
3.	Developing corrective and preventive actions based on internal audit findings.	Throughout the year	Ianioglo N.P.	
4.	Preparing the annual report on the departmental internal audit.	June	Ianioglo N.P.	
5.	Assisting the Head of Department in preparing the annual report for the 2026–2027 academic year.	June–early July	Ianioglo N.P.	

5. Internal audits and monitoring of the educational process				
1.	Conducting internal QMS audits.	According to the schedule	Ianioglo N.P.	
2.	Observing and analysing classes taught by academic staff.	Throughout the year	Ianioglo N.P. Cara M.F. Cernova Z.A.	
3.	Observing and analysing open classes taught by academic staff.	Throughout the year	Quality Assurance Committee, departmental academic staff	
4.	Monitoring the implementation of class timetables.	Throughout the year	Ianioglo N.P.	
5.	Monitoring student attendance.	Throughout the year	Ianioglo N.P. Cara M.F. Cernova Z.A.	
6.	Reviewing departmental curricula for the 2026–2027 academic year:		Ianioglo N.P.	
7.	– Cycle I (Bachelor's degree)	Throughout the year	Ianioglo N.P.	
8.	– Master's degree programmes	Throughout the year	Ianioglo N.P.	
9.	Implementing corrective actions following the audit of curriculum availability and compliance with the Instructions for Preparing a Course/Module Curriculum.	By 15 October	Ianioglo N.P.	
10.	Checking the availability of signed individual staff work plans.	October	Cara M.F.	
11.	Organising and updating the department's internal documentation.	October, January	Quality Assurance Officer	
12.	Checking the development of assessment resource banks used by the department and the recording of continuous assessment marks.	Early November, Early March	Cernova Z.A.	
13.	Reviewing documentation relating to professional internships.	Throughout the year (within 10 days of the end of each internship)	Cara M.F.	

14.	Analysing internal audit findings and preparing reports and briefing notes.	As needed	Ianioglo N.P.	
15.	Checking that academic staff have implemented corrective actions addressing findings identified during audits.	As needed	Ianioglo N.P.	
16.	Reviewing departmental examination materials.	Early December Early May	Cara M.F., Radova L.A.	
17.	Checking the completion and maintenance of registers recording curriculum delivery, attendance and academic performance.	Early November, early March	Ianioglo N.P.	
18.	Checking compliance with class timetables.	Throughout the year	Ianioglo N.P.	
19.	Reviewing documentation relating to state examinations.	Early May	Ianioglo N.P.	
20.	Checking Bachelor's and Master's thesis topics to ensure they do not duplicate topics from the previous five years.	June, September	Ianioglo N.P. Cara M.F. Cernova Z.A.	
21.	Internal document registration log.	February	Head of Department	
22.	Checking the availability of monitoring of external beneficiaries.	April	Head of Department	
23.	Checking the availability of internship documentation.	April, May	Head of Department	
6. Monitoring beneficiary satisfaction				
1	Conducting student surveys on the MOODLE platform.	Throughout the year	Ianioglo N.P.	

Acting Head of Department

PhD, Associate Professor Curaxina S.S.

Departmental Quality Assurance Officer

PhD, Associate Professor Ianioglo N.P.