

**Approved**  
and about. dean  
Doctor, Associate Professor  
Fodorici L.P.  
Protocol № 2  
September 23, 2022

**INTERNAL AUDIT PROGRAM OF THE QUALITY  
MANAGEMENT COUNCIL  
AT THE FACULTY OF ECONOMICS FOR 2022-2023  
ACADEMIC. YEAR**

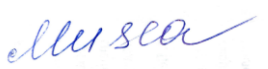
# Internal audit program

No.	Name of the event	Responsible and performers	Notes
<b>September</b>			
1	Approval of the plan and work program of the Quality Council	Muska S.F.	
2	Preparation of materials for internal audit at the Faculty of Economics, included in the scope of the quality system	Muska S.F.	
3	Checking the availability of curricula for the 1st semester of the 2022-2023 academic year and compliance with the Instructions for designing curricula by discipline/module	Muska S.F. Dudoglo T.D. Lupashku S.I.	
4	Checking the quality documentation at the departments of the EF (plan and programs) for the 2022-2023 academic year. year.	Muska S.F.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>October</b>			
1	Checking availability of individual plans for EF teachers	Muska S.F.	
2	Control of attendance of EF students	Muska S.F.	
3	Checking the documentation of the QMS in the departments. Keeping documentation up to date.	Muska S.F.	
4	Simplify the questionnaire for the evaluation of the MODDL platform (monitoring of listeners)	Muska S.F. Dudoglo T.D. Lupashku S.I.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>November</b>			
1	Verification of scorecards and supporting documents to establish an allowance for achievements (creation of an electronic database)	Muska S.F. Dudoglo T.D. Lupashku S.I.	
2.	Checking the implementation of the schedule of mutual visits of teachers of the Faculty of Economics, auditing the completion of the journal of mutual visits of teachers of the Faculty of Economics	Muska S.F. Dudoglo T.D. Lupashku S.I.	
3.	Conducting a seminar: Features of the formation of the QMS of the Faculty of Economics of the University (for students)	Dudoglo T.D.	
4	Conducting a survey of students about satisfaction with the educational process at the EF	Muska S.F. Dudoglo T.D. Lupashku S.I.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>December</b>			
1	Checking the implementation of corrective actions by teachers on the comments identified during internal audits	Muska S.F.	
2	Checking the examination materials of the departments for the winter examination session	Muska S.F.	
3	Analysis of student questionnaires on satisfaction with the educational process	Muska S.F. Dudoglo T.D. Lupashku S.I.	
4	Attending exams with EF teachers	Muska S.F.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>January</b>			

No.	Name of the event	Responsible and performers	Notes
1	Checking compliance with the duty schedule of teachers at the department of the Faculty of Economics and filling out the journal	Muska S.F.	
2	Analysis of courses on the Moodle platform according to the questionnaires submitted by teachers (according to self-evaluation of the course) in the specialties of the department	Muska S.F.	
3	Analysis of the results of general and qualitative performance at the end of the semester, academic year (st / z.o)	Lupashku S.I.	
4	Attending exams with EF teachers	Muska S.F.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>February</b>			
1	Checking the availability of guidelines for writing and designing a thesis for the specialties of the Faculty of Economics	Muska S.F.	
2	Checking the availability of guidelines for writing and designing master's theses in the specialties of the Faculty of Economics	Muska S.F.	
3	Checking the availability of curricula for the 1st semester of the 2022-2023 academic year and compliance with the Instructions for the design of the curriculum for the discipline/module dated December 24, 2013 protocol No. 3	Muska S.F.	
4	Verification of scorecards and supporting documents for achievement allowance (electronic)	Muska S.F. Dudoglo T.D. Lupashku S.I.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>March</b>			
1	Checking the portfolio of teaching staff EF	Muska S.F.	
2	Conducting a survey of teachers about the conditions for the educational process	Muska S.F. Dudoglo T.D. Lupashku S.I.	
3	Checking the completion of academic journals of the Faculty of Economics	Dudoglo T.D.	
4	Checking the implementation of the schedule of mutual visits of teachers of the Faculty of Economics, auditing the completion of the journal of mutual visits of teachers of the Faculty of Economics	Muska S.F.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>April</b>			
1	Checking the register of internal documents	Muska S.F.	
2	Checking the status of practice documentation: - introductory; - production; - licensed; -professional	Muska S.F.	
3	Checking compliance with the duty schedule of teachers at the department of the Faculty of Economics and filling out the journal	Muska S.F.	
4	Conducting a survey of students about satisfaction with the educational process	Muska S.F. Dudoglo T.D. Lupashku S.I.	

No.	Name of the event	Responsible and performers	Notes
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>May</b>			
1	Checking the examination materials of the departments for conducting the SEC	Muska S.F.	
2	Checking the examination materials of the departments for the summer examination session	Muska S.F.	
3	Analysis of student questionnaires on satisfaction with the educational process	Muska S.F.	
4	Attending exams with EF teachers	Muska S.F.	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		
<b>June</b>			
1	Analysis of questionnaires of teachers about the conditions for the educational process	Dudoglo T.D.	
2	Attending exams with EF teachers	Muska S.F.	
3	Verification of scorecards and supporting documents for achievement allowance (electronic)	Muska S.F. Dudoglo T.D. Lupashku S.I.	
4	Analysis of the results of general and qualitative performance at the end of the semester, academic year (st / z.o)	Lupashku S.I.	
5	Preparation of an annual report on the work of the QMS of the Faculty of Economics (checking the reports of quality representatives)	Muska S F	
	<i>Meeting of the quality management board of the EF (drawing up minutes)</i>		

**quality officer  
at the Faculty of Economics**

  
/Muska S.F./  
Doctor of Economic  
Sciences