جامعة التقنية
والعلوم التطبيقية
University of Technology
and Applied Sciences

Quality Department

Quality Assurance Calendar AY

2026 – 2027

آفـــــاق واسعة
BROAD HORIZONS

September 2026

No.	Quality Assurance Activities	Responsible	Date
1	Disseminate the Quality Assurance Calendar for AY 2026–2027.	Quality Department	1 –3 Sep 2026
2	Conduct a welcome meeting with QAS Heads and HSAG and BSAG focal points from the Branches and Head Office to discuss Operational Planning, Action Planning, OP and ISAA evidence requirements, reporting expectations, and the use of the MASAR/digital system	Quality Department	1 –10 Sep 2026
3	Submit the Quality Improvement Plan (QIP) for Internal Quality Audit 2025–2026 to the Quality Department.	Entity Heads (AVCs, Rustaq College of Education Dean (RCED) and DVCs) except for Musandam branch	1 –10 Sep 2026
4	Disseminate the Internal Quality Audit Plan – Musandam Branch.	Quality Department	6 –11 Sep 2026
5	Review KPIs for relevance, alignment with the Strategic Plan/national priorities, stakeholder feedback, risks, sustainability, and improvement needs. Revise KPIs/targets, if needed.	Planning and Development Department and Quality Department	1st to 11 Sep 2026
6	Cascade the UTAS Operational Plan through MASAR. Confirm KPI ownership, responsibilities, timelines, and evidence requirements.	Quality Department and Entity Heads (HO and Branches)	6 –11 Sep 2026
7	Prepare the annual survey administration plan, including target groups, dates, and responsibilities, according to the Operational Plan.	Entity Heads (HO and Branches)	13 –17 Sep 2026

September 2026

No.	Quality Assurance Activities	Responsible	Date
8	Submit pre-audit evidence for the Internal Quality Audit – Musandam Branch. Submit electronically (link to OneDrive folder via email).	QAS–Musandam	13 –17 Sep 2026
9	Disseminate, discuss, and present the ISAA submission plan with all stakeholders.	Quality Department	15 –30 Sep 2026
10	Finalize, approve, and disseminate the OP Achievement Report and improvement plan for the period January–August 2026.	Entity Heads (HO and Branches)	15 –30 Sep 2026
11	Complete the process of uploading and approving OPs in the MASAR system.	Entity Heads (HO and Branches)	20 –30 Sep 2026

October 2026

No.	Quality Assurance Activities	Responsible	Date
12	Conduct a workshop to present OPAR results and discuss areas for improvement.	Quality Department	1 –8 Oct 2026
13	Implement entity (HO and Branches) improvement plans.	Entity Heads (HO and Branches)	October 2026 onwards
14	Monitor the implementation of action plans and improvement plans, address challenges, begin first-level evidence compliance checking/verification, and upload supporting evidence documents.	Entity Heads (HO and Branches)	From 1 October 2026 onwards
15	Conduct awareness/training sessions on the Digital Policy Management System.	QD & QAS	11 –15 Oct 2026
16	Conduct the Internal Quality Audit – Musandam Branch.	Quality Department	25 –29 Oct 2026

No.	Quality Assurance Activities	Responsible	Date
17	Conduct a follow-up meeting with QA Heads and BSAG and HSAG Committee focal points to review Fall Semester progress.	Quality Department	8 –11 Nov 2026
18	Conduct UTAS Quality Day activities at the Head Office.	Quality Department	11 Nov 2026
19	Conduct QA Open Day activities in the Branches in conjunction with World Quality Day.	QAS Heads	8 –12 Nov 2026
20	Oman National Day Holiday – tentative and subject to official announcement.	--	25 –26 Nov 2026
21	Commence administration of Teaching and Learning surveys in the Branches according to the approved plan.	QAS & DVCAA	29 Nov 2026 –10 Dec 2026

December 2026

No.	Quality Assurance Activities	Responsible	Date
22	Begin to administer surveys according to the survey plan and monitor response rates.	QD & QAS	1 –17 Dec 2026
23	Conduct a periodic follow-up meeting with QAS Heads and HSAG and BSAG focal points to assess semester progress and ISAA progress.	Quality Department	6 –9 Dec 2026
24	Finalize the Branches and Head Office Internal Quality Audit Follow-up teams for the Spring Semester.	Quality Department	6 –10 Dec 2026
25	Approve the Follow-up Internal Quality Audit Plan and team assignments. Conduct a meeting with the Follow-up Internal Quality Audit team.	Quality Department	20 Dec 2026 – 4 Jan 2027
26	Review and approve evidence verification Excel sheet checklists and report template for Follow-up Internal Quality Audit.	Quality Department	20 Dec 2026–7 Jan 2027

No.	Quality Assurance Activities	Responsible	Date
27	Al Isra'a Wal Mi'raj Holiday – tentative and subject to official announcement.	--	Approx. 5 –6 Jan 2027
28	Update the Policy Development Progress Report..	Quality Department	3 –7 Jan 2027
29	His Majesty Sultan Haitham bin Tarik's Accession Day Holiday – tentative and subject to official announcement.	--	Approx. 11 January 2027
30	Monitor the implementation of action plans, address challenges, continue first-level evidence compliancechecking/verification, and upload supporting evidence documents for the Fall Semester. Follow up on missing, incomplete, unclear, outdated, duplicated, or insufficient evidence.	Entity Heads (HO and Branches)	By the end of January 2027
31	Disseminate the Follow-up Internal Quality Audit Plan for the targeted Branches and the Head Office.	Quality Department	24 –28 Jan 2027

No.	Quality Assurance Activities	Responsible	Date
32	Monitor the implementation of Action Plans, address challenges, continue first-level evidence compliance checking/verification, and upload supporting evidence documents. Follow up on missing, incomplete, unclear, outdated, duplicated, or insufficient evidence.	Entity Heads (HO and Branches)	1 Feb 2027 –31 Mar 2027
33	Conduct a periodic follow-up meeting with QAS Heads and HSAG and BSAG focal points on the Follow-up Internal Quality Audit Procedure and ISAA progress.	Quality Department	16 –18 Feb 2027
34	Submit the Quality Improvement Plan (QIP) Status Report with supporting evidence for the Follow-up Internal Quality Audit to the Quality Department for Nizwa, Ibra, Al Musannah, and Shinas Branches.	Nizwa, Ibra, Al Musannah, and Shinas Branch QASs	21 –25 Feb 2027

March 2027

No.	Quality Assurance Activities	Responsible	Date
35	Eid Al Fitr Holiday – tentative and subject to official announcement.	—	Approx. 8 –11 Mar 2027
36	Submit the Quality Improvement Plan (QIP) Status Report with supporting evidence for the Follow-up Internal Quality Audit (IQA) to the Quality Department.	Rustaq, Salalah, Muscat, and Sur Branches and DVCs.	11 –15 Mar 2027
37	Administer other surveys and monitor response rates.	QAS Heads, DVCs and QD	14 –31 Mar 2027
38	Conduct the Follow-up Internal Quality Audit (IQA) for Nizwa and Ibra Branches.	Quality Department	21 –25 Mar 2027

No.	Quality Assurance Activities	Responsible	Date
39	Conduct the Follow-up Internal Quality Audit (IQA) for Al Musannah and Shinas Branches.	Quality Department	4 –8 Apr 2027
40	Conduct the Follow-up Internal Quality Audit (IQA) for Sur and Rustaq Branches.	Quality Department	11 –21 Apr 2027
41	Conduct the Follow-up Internal Quality Audit for DVCs.	Quality Department	25 Apr 2027 –6 May 2027
42	Commence administration of Spring Teaching and Learning surveys in the Branches.	QAS & DVCAA	25 Apr 2027 –6 May 2027
43	Monitor the implementation of Action Plans, address challenges, continue first-level evidence compliance checking/verification, and upload supporting evidence documents. Follow up on missing, incomplete, unclear, outdated, duplicated, or insufficient evidence.	Entity Heads (HO and Branches)	1 Apr 2027 –31 May 2027

No.	Quality Assurance Activities	Responsible	Date
44	Conduct the Follow-up Internal Quality Audit (IQA) for Salalah and Muscat Branches.	Quality Department	9 - 13 May 2027
45	Submit the Quality Improvement Plan (QIP) Status Report with supporting evidence for the Follow-up Internal Quality Audit to the Quality Department from Ibri and Sohar Branches.	Head Office, Ibri, Sohar, and QASs	9 - 13 May 2027
46	Eid Al Adha Holiday – tentative and subject to official announcement.	-	Approx. 17 - 20 May 2027
47	Ensure completion of all surveys.	QAS & QA Focal Points	31 May 2027

June 2027

No.	Quality Assurance Activities	Responsible	Date
48	Analyze annual survey results, identify gaps, and discuss the improvement plans with relevant stakeholders.	Entity Heads (HO and Branches)	1 - 24 Jun 2027
49	Islamic New Year Holiday – tentative and subject to official announcement.	—	Approx. 6 Jun 2027
50	Conduct the Follow-up Internal Quality Audit (IQA) for Ibri and Sohar Branches.	Quality Department	7 - 10 Jun 2027
51	Validate evidence and analyze OPAR results for AY 2026–2027. Follow up on missing, incomplete, unclear, outdated, duplicated, or insufficient evidence Upload Branch and Head Office OPAR reports with supporting evidence on MASAR. Escalate issues, if needed.	Entity Heads (HO and Branches)	13 - 30 Jun 2027
52	Update the Policy Development Progress Report.	Quality Department	23 - 27 Jun 2027

July 2027

No.	Quality Assurance Activities	Responsible	Date
53	Validate evidence and analyze OPAR results for AY 2026–2027.for each entity Follow up on missing, incomplete, unclear, outdated, duplicated, or insufficient evidence. Escalate issues, if needed.	Quality Department	1 Jul 2027 - 31 Aug 2027

No.	Quality Assurance Activities	Responsible	Date
54	Approve the Internal Quality Audit Follow-up reports for each Branch.	Quality Department	29-31 August 2027
55	Upload the revised evidence documents that were sent for modification or rejected by QD on the MASAR system for the period January–August 2026.	All Entity Heads (HO and Branches)	15-31 August 2027
56	Prepare an executive summary of Follow-up Internal Quality Audit results for submission to Senior Management.	Quality Department	25 - 31 Aug 2027

Shikha

Dr. Sheikha Al Subhi
Director, Quality Department
SIGNATURE AND STAMP
Date: 30th August 2026

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