



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

Annex 28
Internal Operating Rules and Regulations
for the Quality Assurance Unit
of Democritus University of Thrace

Komotini 2024

Article 1

Mission

The mission of the Quality Assurance Unit of Democritus University of Thrace (DUTH-QAU) is the continuous improvement of the quality of the University's educational and research work, as well as the effective operation and performance of its services, in accordance with international practices, particularly those of the European Higher Education Area and the guidelines of the Hellenic Authority for Higher Education (HAHE).

As part of its mission, DUTH-QAU shall ensure:

- the development of a specific policy and strategy, and the necessary procedures and actions for the continuous improvement of the quality of the University's work and services, in the context of the University's Internal Quality Assurance System (IQAS);
- the organization, operation and continuous improvement of DUTH's IQAS;
- coordinating and supporting the evaluation procedures of the academic units and other services of the university, as well as the study programmes as part of DUTH's IQAS, in the framework of the principles, guidelines and instructions of the Hellenic Authority for Higher Education (HAHE).

Article 2

Structure - Establishment

1. DUTH-QAU is internally structured by:

- a) the Quality Assurance Committee (DUTH-QAC) and
- b) the Quality Assurance Service (DUTH-QAS).

2. DUTH-QAC is established by decision of the Senate for a five-year term and shall be composed of:

- a) DUTH's Rector or the responsible Vice Rector as President,
- b) five (5) DUTH faculty members at the Professor or Associate Professor level,
- c) one (1) representative from each category of Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff of DUTH.
- d) one (1) undergraduate student representative,
- e) one (1) post-graduate student and doctoral candidate representative, and
- f) one (1) representative of Visiting Professors, adjunct professors, visiting researchers and contract researchers employed by DUTH.

The representatives of points d) and e) are nominated annually by the Student Council and have the right to vote on matters related to their position.

The representative of point f) is nominated annually by the Rector and has the right to vote on matters related to their position.

- It is possible to replace a member of the DUTH-QAC before the expiry of their term in the event of a serious impediment, which must be documented.

Article 3 Responsibilities of the DUTH-QAC

1. The responsibilities of the DUTH-QAC are:

- a) the drafting of a proposal for the structure and operation of the Internal Quality Assurance System (IQAS) and its submission to the Senate for its approval and publication in the Official Government Gazette;

b) the development and implementation of measures to ensure and improve the quality of all teaching, research and administrative work provided by DUTH, and especially the quality of:

- ba) first, second and third cycle study programmes, including study programmes in foreign language,
- bb) lifelong learning programmes and, in general, the quality of the operation of DUTH Training and Lifelong Learning Centre,
- bc) the individual academic units of DUTH, Schools, Departments and Sectors,
- bd) the quality of operation of the Special Account for Research Grants of DUTH, the DUTH University Centre for Research and Innovation, and its Research Institutes,
- be) the quality of operation of individual academic or research units, such as university clinics, university museums and university laboratories, including the provision of services by them,
- bf) the quality of operation of DUTH's administrative services;

c) to carry out a periodic internal evaluation and reform of the IQAS every five years in accordance with the procedures and methodology set out in the quality manual with the aim of continuously improving it, in line with the developments in the European Higher Education Area, international practices and the guidelines of the Hellenic Authority for Higher Education;

d) to prepare an IQAS Quality Manual and submitting it to the DUTH Senate for approval;

e) to monitor and perform checks for the proper implementation of the University's IQAS;

f) to cooperate with the Hellenic Authority for Higher Education for the implementation of its guidelines and instructions as part of its responsibilities;

g) the preparation of recommendations addressed to DUTH's responsible administrative bodies on issues related to quality assurance, such as, for example, the University's participation in international ranking lists of educational establishments or in international organisations and quality assurance associations;

h) to support the process of preparing the certification of academic units with the participation of the members of the DUTH-QAC in the briefing preparatory meetings organised by DUTH-QAU and in the certification process (in accordance with the programme set out by the Hellenic Authority for Higher Education);

i) the organization of workshops, conferences and events in general related to quality assurance,

j) the briefing of members of the Internal Evaluation Group (OMEA) and academic units, as well as other University staff, on evaluation, certification and quality assurance procedures;

k) to ensure the promotion and dissemination of the activities and results of the university's DUTH-QAU through publicity measures and other appropriate means;

l) the study of the academic unit certification reports and the preparation of proposals to the responsible bodies of the university regarding actions for improving quality;

m) to maintain a printed and digital archive with details of the internal and external evaluation and certification reports of all the University's organizational units and the IQAS.

2. The responsibilities of the President of the DUTH-QAU are as follows:

a) To convene meetings of the DUTH-QAU,

b) To prepare the agenda,

c) To appoint a member of the DUTH-QAU as rapporteur to present the agenda and to present agenda items for which he/she has not appointed a rapporteur,

d) To preside over the proceedings of the DUTH-QAU,

- e) To sign decisions issued and all correspondence circulated between the DUTH-QAU and other departments within or outside the University,
 - f) To coordinate the process of preparation of the certification of the academic units, to participate in briefing meetings and the certification process (according to the programme set out by the Hellenic Authority for Higher Education);
3. The members of the DUTH-QAU have the following duties and responsibilities:
- a) To attend DUTH-QAU meetings.
 - b) To make recommendations on meeting items assigned to them by the DUTH-QAU President.
 - c) To work closely with the administrative and scientific staff of the DUTH-QAS on specific issues assigned to them by the DUTH-QAU President.

Article 4 Powers of the DUTH-QAS

1. The responsibilities of the DUTH-QAS are as follows:

- a) The execution of decisions and secretarial services of the DUTH-QAU;
- b) Submitting recommendations to the DUTH-QAU and preparing materials for taking the relevant decisions;
- c) Cooperation with the Hellenic Authority for Higher Education and support for DUTH's internal and external evaluation and certification procedures, its individual academic and research units, and the first, second and third cycle study programmes, including foreign-language study programmes and cooperation programmes, lifelong learning programme in accordance with Law 4653/2020 (Official Government Gazette, Series I, No12);
- d) Developing, managing and monitoring DUTH's IQAS and, in particular, carrying out the internal evaluation in accordance with the IQAS quality manual;
- e) Coordinating and supporting the procedures of DUTH and its individual units during the implementation of quality assurance;
- f) Coordinating and supporting the processes of the individual units of the university during their certification, and specifically:
 - fa) to be informed by the Hellenic Authority for Higher Education regarding the scheduling of the certification process and update the corresponding academic units,
 - fb) to be informed by the Hellenic Authority for Higher Education regarding the names of the experts who will participate in the certification committee,
 - fc) to supplement, in cooperation with the academic unit (where required) the schedule of the on-site or in-person inspection of the members of the External Evaluation and Certification Committee (EECC) and inform the Hellenic Authority for Higher Education accordingly,
 - fd) to liaise with the Deans of the Schools and the Presidents of the Departments, as well as the OMEAs and the heads of the other units and departments of the University, in order to successfully organize the implementation of each certification procedure,
 - fe) to organise workshops with stakeholders in the certification process in order to optimize their preparation,
 - ff) to liaise with the certification committees whenever deemed necessary by them, throughout the process and during the drafting of the certification report,
 - fg) to receive all drafts as well as the final certification reports sent by the Hellenic Authority for Higher Education,

- fh) to prepare and transmit to the Hellenic Authority for Higher Education a memorandum with relevant comments - observations on the draft IQAS certification report,
 - fi) to exclusively receive the final IQAS certification report which it shall then transmit to the Rector and the members of the Senate and post on the QAU website;
 - g) Collecting and processing data from all academic and research units, as well as DUTH's administrative services that pertain to the implementation of quality assurance in all DUTH activities;
 - h) Making publicly available on the university's website the information regarding the certification, internal and external evaluation of DUTH and its individual units;
 - i) Being responsible for filling in the indicator values as part of the preparation of the annual report on achievements for the allocation of DUTH's annual regular grant, in accordance with Article 16 of Law 4653/2020;
 - "j) Being responsible for updating the Quality Assurance Unit (QAU) information system, as well as the National Information System for Quality Assurance in Higher Education (NISQA) of the Hellenic Authority for Higher Education, with the University's quality data, and developing interoperability between the systems.
 - k) Communicating regularly and cooperating with the academic units' Internal Evaluation Teams (OMEA) for the purpose of implementing the IQAS;
 - l) Studying the academic unit certification reports and preparing proposals addressed to the responsible bodies of the university regarding quality improvement actions;
 - m) Maintaining a printed and digital archive with details of the internal and external evaluation and certification reports of all the University's organisational units and the IQAS;
 - n) Ensuring that the activities and results of the university's QAU are promoted and disseminated through publicity measures and other appropriate means;
 - o) Organizing information and training activities for members of the Internal Evaluation Teams (OMEA) and the academic units, as well as other University staff, in evaluation, certification and quality assurance procedures;
 - p) Monitoring and carrying out checks for the proper implementation of the IQAS;
 - q) Performing periodic internal evaluation and review of the IQAS in accordance with the procedures and methodology specified in the quality manual.
2. The Head of the DUTH-QAS signs documents and correspondence of the DUTH-QAS circulated within and outside the University.

Article 5 DUTH-QAU Meetings

1. DUTH-QAU meetings are held in accordance with the provisions of the DUTH Internal Rules and Regulations on the operation of collective bodies.
2. Meetings are attended, without voting rights, by the Executive Director and the Head of the DUTH-QAS, who shall keep minutes under the supervision of the President of the DUTH-QAU.
3. The President of the DUTH-QAU may call upon staff or other persons to provide information or evidence. Said persons shall leave when the discussion commences.
4. If the President is unable to perform hi/hers duties, he/she shall be replaced by the oldest member of the highest rank taking part in the line-up of the DUTH-QAU.
5. A register of minutes of DUTH-QAU meetings shall be kept, in accordance with the provisions of the DUTH Internal Rules and Regulations on the operation of collective bodies.
6. DUTH-QAU decisions are signed by the President of the DUTH-QAU.

Article 6 Entry into force

These Rules and Regulations shall enter into force upon their publication in the Official Government Gazette.