



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ | DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

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ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ

QUALITY ASSURANCE UNIT

INTERNAL QUALITY ASSURANCE SYSTEM

QUALITY MANUAL

Version 2nd

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
TERMINOLOGY.....	3
Acronyms.....	5
INTRODUCTION.....	6
1. Quality Assurance at Democritus University of Thrace	6
2. Internal Quality Assurance System: Purpose and Scope	6
3. Quality Manual – Structure of the IQAS	6
4. Concise Description of the IQAS.....	7
5. Structure of the Internal Quality Management System – Processes and Procedures.....	9
6. IQAS Process Interaction	11
7. DUTH Quality Policy.....	12
8. Organisational structure of QAU-DUTH.....	29

TERMINOLOGY

Academic Certification	Process of external evaluation based on specific, predefined, internationally accepted and publicly available quantitative and qualitative criteria and indicators, aligned with the Principles and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015).
Review	Process of re-examination and overall assessment of conclusions derived from the operation of a system's processes and procedures.
Procedure	A predefined method for carrying out processes.
Quality Assurance	A systematic and continuous process of monitoring, evaluation and improvement of quality.
Process	A set or sequence of interrelated actions aimed at achieving a specific objective.
Performance Indicators	Measurable characteristics demonstrating the degree of achievement of objectives.
Administration	Rectorial Authorities.
Corrective Action	Action aimed at eliminating the cause of non-conformity with a standard.
Document	A means of providing information, e.g. procedure form, plan, report, standard.
Review Committee	A body composed of the QAU-DUTH, its Secretary, the Rector and the Vice-Rectors of the Institution.
Quality Culture	Commonly accepted values and beliefs regarding quality.
International Ranking Tables	Comparative tables presenting an Institution's performance based on a defined set of indicators.
Non-Conformity (Law 4957/2022)	Deviation from requirements or inability to meet the requirements of a standard.
Work Instruction	Description of a stage of a procedure in the form of detailed implementation steps.

Integrated National Information System for Quality (NISQ)	Information System of the Hellenic Authority for Higher Education (HAHE) for the collection of quality data from Greek Higher Education Institutions.
Quality Policy	Document outlining the Administration's commitment to quality.
Quality Objective	Intended result within the framework of the quality policy.

Acronyms

ENQA	European Association for Quality Assurance in Higher Education
EQAF	European Quality Assurance Forum
EUA	European University Association
KPI	Key Performance Indicator
HEIs	Higher Education Institutions
DUTH	Democritus University of Thrace
ELKE	Special Account for Research Funds
IQAS-DUTH	Internal Quality Assurance System
LLC-DUTH	Lifelong Learning Centre
QAU-DUTH	Quality Assurance Unit
OMEA	Internal Evaluation Group
NISQ	National Integrated Information System for Quality
PhD	Doctoral Programme
MSc	Postgraduate Programme
UG	Undergraduate Programme
SP	Study Programme

INTRODUCTION

1. Quality Assurance at Democritus University of Thrace

1.1 The objective of Democritus University of Thrace (DUTH) is to ensure and continuously improve the quality of its 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 principles and guidelines of the Hellenic Authority for Higher Education (HAHE).

1.2 The competent body responsible for the administration and management of the Internal Quality Assurance System (IQAS-DUTH) is the Quality Assurance Unit (QAU-DUTH).

QAU-DUTH is responsible for the organisation, operation and continuous improvement of the IQAS, the implementation and coordination of internal evaluation procedures of academic and administrative units, and the support of external evaluation and certification procedures, in accordance with the principles, directions and guidelines of HAHE.

2. Internal Quality Assurance System: Purpose and Scope

2.1 The purpose of the Internal Quality Assurance System (IQAS-DUTH) is to ensure a high level of quality in the operation of Democritus University of Thrace and to promote the continuous improvement of its educational and research activities, as well as the effective functioning and performance of its services, in accordance with international best practices, particularly those of the European Higher Education Area and the principles and guidelines of the Hellenic Authority for Higher Education (HAHE).

2.2 The scope of the IQAS-DUTH includes the academic certification of all Study Programmes of DUTH, the certification of the IQAS-DUTH itself, as well as the implementation of quality assurance procedures across academic and research units, administrative services and structures, and the human resources of DUTH.

3. Quality Manual – Structure of the IQAS

3.1 The Quality Manual constitutes the official document of the Internal Quality Assurance System (IQAS-DUTH) and serves as a guide for its implementation.

3.2 The Quality Manual describes the structure and organisation of the IQAS-DUTH, the Institution's Quality Policy, as well as the individual policies governing each activity of the IQAS-DUTH. The processes, procedures and work instructions are fully documented and analytically described in the Quality Manual of the IQAS-DUTH.

3.3 The Quality Manual of the IQAS-DUTH includes the necessary documentation forms and

information flow templates, as well as the requirements for maintaining records (in both hard copy and electronic format).

3.4 The Quality Manual of the IQAS-DUTH is drafted by the Quality Assurance Unit of Democritus University of Thrace (QAU-DUTH) and approved by the Senate. It may be revised following the same procedure whenever deemed necessary.

3.5 The structure of the IQAS-DUTH comprises processes, procedures and work instructions, which are interconnected and interact with one another in order to produce both individual and overall system outcomes. In particular:

a) Processes are structural components of the System that reflect the functions required for the implementation of the IQAS-DUTH and correspond to the requirements of the quality assurance standard. Each process receives relevant institutional input data and produces corresponding outputs related to the specific process.

b) Each process consists of one or more procedures, which further specify and operationalise the process. Each procedure has a defined beginning, end and distinct stages, and operates within a stable and clearly defined framework that facilitates its integration and effective management by the academic, research and administrative units of DUTH.

c) A work instruction describes the method of implementing a procedure and/or its individual stages in the form of detailed steps, explanatory information and illustrative examples for the benefit of system users.

d) The documentation of each process is ensured through the necessary documents and records, maintained in electronic and/or hard copy format, as defined by the applicable legal provisions and the Quality Manual of the IQAS-DUTH, in order to enable monitoring and verification of compliance with the prescribed procedures and documentation requirements.

e) The outcomes of each process are evaluated through the use of performance indicators (Key Performance Indicators – KPIs), as described and specified in the Quality Manual of the IQAS-DUTH.

4. Concise Description of the IQAS

The Internal Quality Assurance System (IQAS-DUTH) comprises the following processes, which are aligned with the applicable legislative and regulatory framework.

4.1 Institutional Policy for Quality Assurance

Democritus University of Thrace implements a Quality Assurance Policy, which forms an integral part of its strategic planning.

This policy is developed and specified across the various areas of activity of Democritus

University of Thrace, is publicly available, and is implemented by all stakeholders. (Associated Process: Process P.1)

4.2 Allocation and Management of Necessary Resources

Democritus University of Thrace ensures the availability of sufficient resources to meet the needs of teaching, learning, research, and its overall academic and operational activities.

The Institution must secure adequate funding, infrastructure and human resources for education and research, and at the same time facilitate direct access to these resources through the establishment of internal regulations (e.g. classrooms, laboratories, libraries, networks, student welfare services, career services, social policy structures, etc.). (Associated Process: Process P.2)

4.3 Institutional Strategic Planning

Democritus University of Thrace prepares its Strategic Plan, Annual Target Setting, and Programming Agreement.

The preparation and drafting of proposals for the above instruments fall within the competence of the Strategic Planning Unit of DUTH.

Within the framework of strategic planning, strategic objectives are defined, based on which the specific institutional goals of DUTH are established. These objectives may be quantitative or qualitative and derive directly from the Institution's overall strategy. (Associated Process: Process P.3)

4.4 Internal Evaluation

The IQAS-DUTH includes procedures that ensure the annual internal evaluation of academic units, Study Programmes and administrative activities of Democritus University of Thrace.

These procedures identify weaknesses or gaps and define corrective actions, in cooperation with the evaluated unit or programme, in order to achieve the established objectives, with the expected outcome being continuous quality improvement.

The Administration of DUTH is informed of the results of internal evaluations during the Management Review process. (Associated Process: Process P.4)

4.5 Quality Data Collection: Measurement, Analysis and Improvement

Democritus University of Thrace bears full responsibility for the collection, analysis and utilisation of information in a unified, functional and readily accessible manner, with the objective of effectively managing quality data related to educational, research and other academic activities, as well as administrative operations.

Among the data collected are: The level of stakeholder satisfaction with the services of DUTH,

Submitted complaints, Data for the Institutional Performance Report, Data related to international university ranking tables. (Associated Process: Process P.5)

4.6 Publication of Information

Democritus University of Thrace publishes its educational and academic activities in a direct and accessible manner.

Through its official website, the Institution informs stakeholders about the quality policy and the quality system it implements.

The relevant information must be up-to-date and presented with objectivity, completeness and clarity. (Associated Process: Process P.6)

4.7 External Evaluation and Certification of the IQAS-DUTH

Democritus University of Thrace undergoes periodic external evaluation by expert committees appointed by the Hellenic Authority for Higher Education (HAHE) for the purpose of certifying the IQAS-DUTH. The frequency of the external evaluation is determined by HAHE. (Associated Process: Process P.7)

4.8 Establishment and Modification of Study Programmes

Democritus University of Thrace has established a mechanism both for the design and establishment of new Study Programmes and for the coordination and review of proposed changes or modifications submitted by Departments to existing Study Programmes (undergraduate, postgraduate or doctoral, whether Greek-language or foreign-language), in order to ensure that they meet the objectives and intended learning outcomes set for them. (Associated Process: Process P.8)

4.9 Structure, Organisation and Operation of the IQAS

Democritus University of Thrace designs and organises the IQAS-DUTH, which includes all processes and procedures required for the systematic implementation of quality assurance within the Institution.

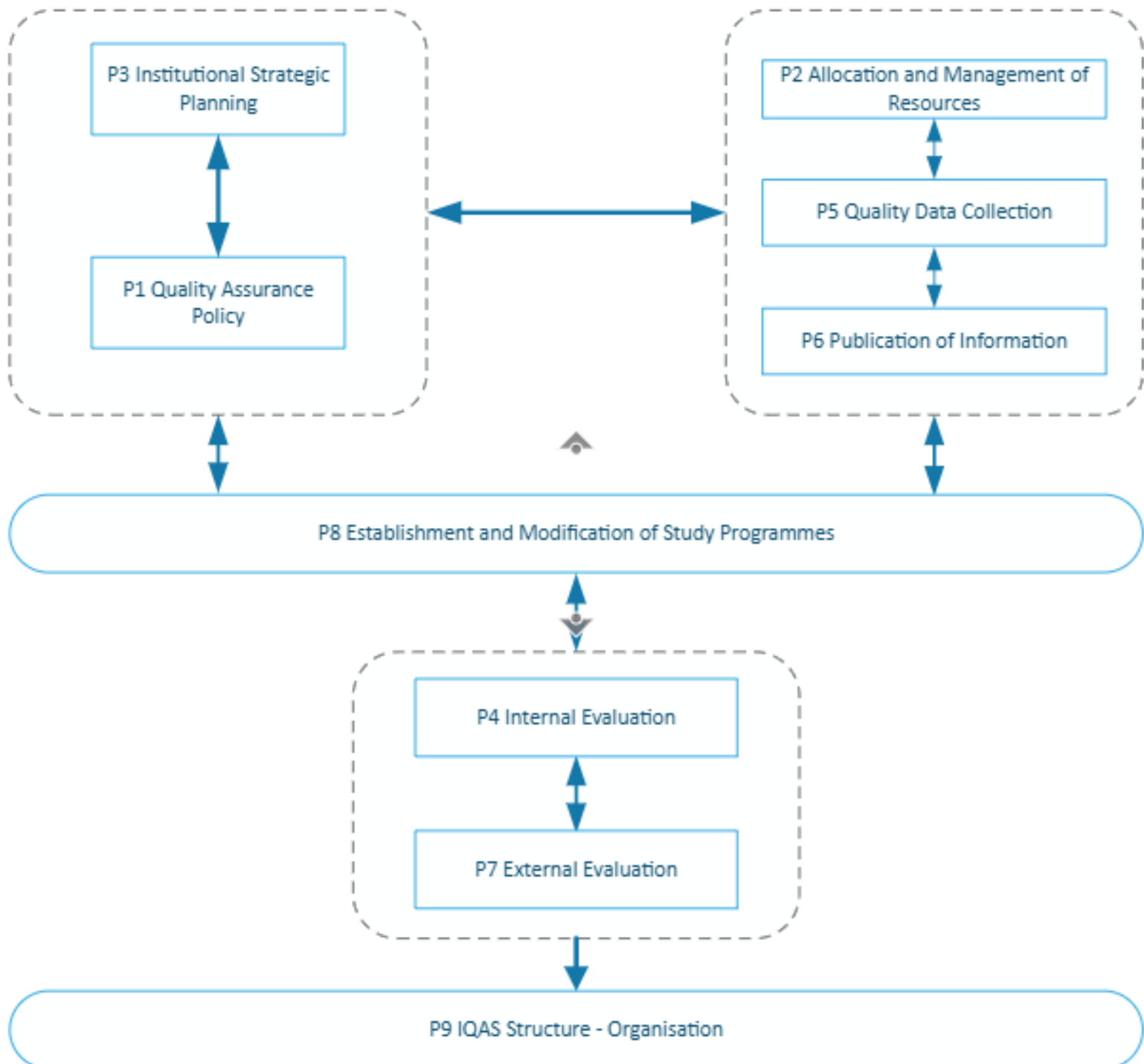
The objective is the continuous improvement of the educational and research work of DUTH and, in particular, the implementation of Study Programme certification procedures as required by the applicable legislation. (Associated Procedure: Procedure P.9)

5. Structure of the Internal Quality Management System – Processes and Procedures

The table below presents the existing processes and procedures of the IQAS-DUTH.

PROCESSES – PROCEDURES
Process P1: Quality Assurance Policy
D.1.1 Planning, approval, review and evaluation of the Quality Policy
Process P2: Allocation and Management of Resources
D.2.1 Allocation and Management of Funding
D.2.2 Allocation and Management of Infrastructure
D.2.3 Allocation and Management of Equipment
D.2.4 Allocation and Management of Human Resources
D.2.5 Training of Human Resources
Process P3: Institutional Strategic Planning
D.3.1 Approval – Monitoring – Revision of the Institutional Strategic Plan
D.3.2 Preparation of the Annual Goal Setting
D.3.3 Preparation of the Programmatic Agreement of the Institution
Process P4: Internal Evaluation
D.4.1 Internal Evaluation
D.4.2 Management Review
D.4.3 Corrective Actions
Process P5: Quality Data Collection
D.5.1 Quality Data Collection: Measurement – Analysis – Improvement
D.5.2 Measurement of Stakeholder Satisfaction
D.5.3 Student Complaints Management
D.5.4 Preparation of the Institutional Performance Evaluation Report
D.5.5 Updating International Ranking Tables
D.5.6 Student Evaluation of Teaching
Process P6: Publication of Information
D.6.1 Publication of Information
Process P7: External Evaluation
D.7.1 Preparation for External Evaluation
D.7.2 Implementation of External Evaluation and Follow-up Actions
Process P8: Establishment and Modification of Study Programmes
D.8.1 Design and Establishment of Study Programmes
D.8.2 Modification of Study Programmes
Process P9: IQAS Structure – Organisation
D.9.1 Structure – Organisation – Operation of IQAS

6. IQAS Process Interaction



7. DUTH Quality Policy

QUALITY POLICY OF DEMOCRITUS UNIVERSITY OF THRACE

OUR VISION

- We believe in a better world. A world that is more equal, sustainable and open, a world in which all can thrive. We are at the heart of the most multicultural and multi linguistic region in Greece, at the crossroads of Europe and Asia, between Thessaloniki, Sofia and Istanbul. We connect Europe, the Mediterranean, the Balkans and Anatolia. We connect knowledge and people.
- Our university is distributed across the region, with campuses in seven different cities. This unique model is designed to better serve the people of Eastern Macedonia and Thrace. It ensures our regional impact and connects our territory to the world. Our research is aligned with regional needs, with a focus on applied fields from sport science, to engineering and agricultural science.
- We are proud of our excellence, illustrated by our success in competitive projects both at the national and the European level, but even more so of our impact on society, the alignment of our research with both the UNs Sustainable Development Goals and our regional priorities. We connect our students to their future careers. Our educational programmes are designed to ensure that our students acquire the necessary skills and competences to thrive in a changing world. We constantly update them to ensure they respond to societal needs.
- We are part of EMERGE, a European University empowering the margins of Europe through regional and global engagement, with campuses in nine different countries. Through our namesake, Democritus, we connect the past to the future, the atoms, which he was the first to conceive, with a global world.

OUR COMMITMENT TO THE FUTURE

To achieve this vision, DUTH is embarking on a transformation, expressed by placing societal and regional engagement at the heart of our identity. This engagement will drive our approach in research and education and define the way we operate as a

university, both at the local and the global scale. This vision implies a deliberate shift in how the University defines and communicates its identity.

Building on its regional presence, the University is evolving into a dynamic regional hub — deeply rooted in its territory, yet actively engaged with national, international, and European networks.

As stated in our slogan: We are at the crossroads of Europe and Asia - connecting worlds. This position offers a distinct advantage point for contributing to the European Higher Education and Research Area not as a peripheral actor, but as a relevant and active center of knowledge, co-creation, collaboration, and innovation. Through this transformation, the University strengthens its role in shaping regional development while amplifying its impact across borders. This shift has strong implications:

- A decentralized vision for Higher Education: DUTH takes a proactive stance against centralized decision-making in Greece and across Europe. We champion a distributed model of higher education—one that fosters adaptability, and innovation. Our University is proud to be a hub for open exchange, welcoming external collaboration and fostering the free flow of knowledge. Together we promote new approaches to excellence focused on the needs of our society and our region.
- A renewed perspective for our students: This transformation provides students with a clearer sense of purpose, reinforcing their choice to study at DUTH and equipping them with the skills and mindset needed to thrive in a rapidly evolving world. Our Students will graduate not only job-ready but also with strong critical thinking, problem-solving, and creative skills to address regional, national, and global challenges. They will be guided by ethics, social responsibility, and a deep commitment to human rights, justice, freedom, and solidarity.
- A source of inspiration for our faculty and staff: Our faculty and administrative teams are reinvigorated by this new direction, recognizing the tangible impact of their work on the university, the region, and beyond. Our Researchers aim to

generate impactful, basic and applied research that addresses societal needs, with a particular focus on issues relevant to our region. Our Faculty and Staff engage actively in socially responsible activities, strengthening connections with local communities and connecting them to the world.

OUR VALUES

Justice & Equity

We uphold the principles of fairness and equity in all our academic and administrative activities. DUTH is committed to fostering a just environment where every individual, regardless of background, has equal opportunities to learn, grow, and contribute to society. Justice and equity guide how we design policies, allocate resources, and support underrepresented groups, aiming to build a university environment that actively combats discrimination and promotes human dignity.

Solidarity & Inclusion

We cultivate a culture of mutual support and shared responsibility. Solidarity, for us, means standing with communities and working collaboratively to overcome challenges. Inclusion goes beyond representation: we strive to ensure that all voices are heard, all contributions are valued, and diverse identities are fully integrated into campus life. Drawing on the rich social and cultural diversity of our region, we aim to model a university community where difference is embraced and participation is meaningful for all.

Social Responsibility

We recognize our academic mission as inherently tied to societal progress. Through participatory research, responsive education, and inclusive governance, we advance social justice, solidarity, and civic engagement. Our work is oriented toward upholding dignity, democratic values, and fostering a more equitable world. This responsibility extends beyond the university, reinforcing our commitment to act as a driver of positive change in our region and beyond.

OUR PRINCIPLES

Transparency

We are committed to openness in how we work and communicate. Key data and results are made accessible to all university staff. Beyond our internal practices, our assessments of public engagements, including evaluations of this strategic plan, will be transparently available on our website. As the university strengthens its connections with regional, national, and global actors, these transparent practices will play an increasingly relevant role in building credibility and accountability to our stakeholders.

Accountability

We operate with integrity, responsibility, and clarity in all our processes. Our governance model is participatory, responsive, and designed to create public value. We encourage evidence-based decision-making, collective learning, and continuous institutional self-reflection to ensure ongoing improvement and adaptability.

STRATEGIC PRIORITIES

Our vision and commitment to the future translate into three key strategic priorities (P1, P2, P3) and three enabling conditions (E1, E2, E3) that form the core of our new strategy.

Key Priorities

1. Anchoring the university to its territory by boosting community engagement
2. Enhancing student experience and campus environment
3. Structuring institutional relationships with key regional actors

Enabling Conditions

1. Leveling internationalization to advance education and research
2. Diversifying funding resources
3. Improving university communication and outreach

DUTH is committed to strong societal engagement, encompassing both community engagement and industrial partnerships, as well as connections with key regional and global actors, reflected in priorities 1 and 3. Our approach to community engagement

is tailored to the needs of local communities and residents, while our collaboration with institutional actors extends more broadly, from the regional level to global partnerships. The purpose with the first priority is to provide the right conditions to develop education and research considering also the needs of our local communities. Our second priority aims to enhance the student experience and the environment of the campus by creating a dynamic and supportive setting that will promote academic success, well-being, and a sense of community through improved infrastructure, services, and engagement opportunities. The third priority is aimed at structuring institutional relations, scaling existing collaborations, and advancing DUTH's strategic engagement with actors from the regional to the global level.

QUALITY POLICY FOR EDUCATION

Democritus University of Thrace hereby adopts the present Quality Policy for Education as a central pillar of its Internal Quality Assurance System (IQAS).

The purpose of this Policy is to define the principles, standards and governance framework governing the design, delivery, monitoring and continuous enhancement of all study programmes offered by the University.

This Policy affirms the University's commitment to high-quality, research-informed and student-centred education across all cycles of study.

1. Institutional Commitment

The University is committed to delivering high-quality education across all cycles of study, consistent with its academic mission, research orientation, public role and strategic development objectives.

Education at DUTH shall be grounded in academic freedom, scientific rigour, ethical responsibility and respect for diversity.

The University shall ensure that all educational activities promote:

- a) Intellectual development and critical thinking;
- b) Analytical and professional competence;
- c) Research capability and innovation;

d) Civic awareness and social responsibility.

Educational provision shall contribute to scientific advancement, cultural development and societal progress at regional, national and international levels.

2. Scope and Applicability

This Policy applies to all study programmes offered by the University, including:

- Undergraduate Study Programmes (UG)
- Postgraduate Study Programmes (PG)
- Doctoral Study Programmes (PhD)

The policy governs programme design, approval, delivery, assessment, supervision, student support and continuous quality enhancement across all Departments and Academic Units.

All academic and administrative bodies involved in educational provision are responsible for implementing this Policy within their respective areas of competence.

3. Programme Design and Academic Standards

All study programmes shall:

- Be designed with clearly defined, measurable and publicly available learning outcomes aligned with the National and European Qualifications Frameworks.
- Ensure full coherence between intended learning outcomes, curriculum design, teaching and learning methods and assessment strategies (constructive alignment).
- Reflect current scientific knowledge, disciplinary standards and relevant professional requirements.
- Integrate research-informed and research-based teaching, particularly at postgraduate and doctoral levels.
- Promote interdisciplinarity, innovation and internationalization where appropriate.

Academic responsibility for programme development, monitoring, and periodic review of study programmes rests with the relevant Departments and programme committees.

Strategic oversight, quality assurance and final approval shall be exercised by the University's governing bodies in accordance with institutional governance structures. All programmes shall comply with national legislation, institutional regulations and applicable European and international quality assurance standards.

All programmes shall comply with applicable national legislation, institutional regulations and relevant European and international quality assurance frameworks and standards, including the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

4. Teaching and Learning

Teaching and learning at DUTH shall be founded on sound pedagogically principles and designed to foster:

- Active student participation and meaningful participation in the learning process.
- The development of critical thinking, analytical ability, research competence and problem-solving skills.
- Independent learning and academic autonomy.
- Integration of theoretical knowledge with practical, laboratory, clinical or field-based experience, where applicable.

Educational delivery shall be supported by appropriate and up-to-date infrastructure, including lecture facilities, laboratories, clinical units, libraries, digital learning platforms, and other specialised resources necessary for effective learning.

Academic staff engaged in teaching and supervision shall be appropriately qualified and maintain active involvement in research and scholarly activity within their respective disciplines.

The University shall promote and support the continuous professional development of academic staff in higher education pedagogy, innovative teaching practices, assessment methodologies, and supervision.

5. Assessment and Academic Integrity

Assessment methods shall be transparent, objective, fair and aligned with intended learning outcomes of each course and programme.

Depending on the nature and level of study, assessment methods may include written examinations, oral examinations, coursework, projects, laboratory assessment, presentations, internships and thesis or dissertation evaluation.

Doctoral education is based on original research conducted under structured and continuous academic supervision. Doctoral theses are evaluated according to established academic, scientific and ethical standards ensuring rigor, originality, and contribution to knowledge.

The University upholds the highest standards of academic integrity, transparency, equity and fairness.

Clear policies, processes and monitoring mechanisms are in place to prevent, detect and address plagiarism, research misconduct and all forms of academic dishonesty.

6. Student Support and Learning Environment

DUTH shall ensure that students have equitable access to:

- Academic advising and supervision.
- Library services and research resources.
- Laboratories, clinical facilities, and specialized equipment, as required by the programme.
- Administrative and technical support services.
- Student welfare, psychological counseling, and career guidance services.

The University is committed to fostering an inclusive, safe, and supportive learning environment.

DUTH shall promote accessibility, equal opportunities, and non-discrimination, ensuring that students with disabilities or specific educational needs receive appropriate accommodation and support to facilitate their full academic participation and progression.

7. Quality Assurance and Continuous Improvement

Educational quality shall be monitored through the Internal Quality Assurance System (IQAS), in accordance with national and European standards.

Programme evaluation shall include periodic internal review, external evaluation where required, and systematic consideration of student feedback and stakeholder input.

The University shall use qualitative and quantitative indicators to monitor educational effectiveness and student achievement.

Continuous improvement shall be pursued through evidence-based planning, strategic review and enhancement actions at programme, Departmental and institutional level.

QUALITY POLICY FOR DISTANCE LEARNING

1. Institutional Commitment and Academic Equivalence

The University is committed to the provision of high-quality Distance Learning Programmes (DLPs) that are academically equivalent to on-campus study programmes and aligned with the University's academic mission, public responsibility and strategic priorities.

Distance learning constitutes a regulated and pedagogically sound mode of delivery that expands access to education while preserving academic standards and the research-led character of studies.

2. Regulatory and Quality Assurance Framework

All DLPs shall comply with national legislation, institutional regulations, and applicable European and international quality assurance standards.

Distance delivery shall be based on appropriate pedagogical design, combining synchronous and asynchronous learning activities that promote interaction, academic engagement, and independent research, while taking into account the specific requirements of education.

3. Governance, Academic Responsibility and Quality Oversight

Academic responsibility for the DLPs rests with the relevant Departments and programme committees.

Strategic oversight and approval of such programmes are exercised by the University's governing bodies, while the Quality Assurance Unit (QAU) coordinates monitoring, evaluation, and reporting processes within the Internal Quality Assurance System (IQAS).

4. Digital Governance and Technological Infrastructure

The Institutional Digital Governance Unit plays a critical operational and technical role in the implementation and support of distance learning provision.

The Institutional Digital Governance Unit shall ensure the effective management of digital platforms, information systems, cybersecurity, data protection compliance, and the continuous development of the technological infrastructure necessary for high-quality online education.

5. Academic Design, Teaching and Assessment Standards

DLPs shall be designed with clearly defined learning outcomes aligned with national and European qualification frameworks and supported by suitable digital infrastructure and learning resources.

Teaching, assessment, and supervision — including thesis supervision — shall be conducted by suitably qualified academic staff with appropriate preparation for distance education.

All academic processes shall uphold principles of academic integrity, transparency, equity, and accessibility.

6. Student Support, Accessibility and Inclusiveness

Distance learning methodologies and technologies shall be selected to ensure reliability, data protection, accessibility, and inclusiveness.

Distance learners shall have equitable access to academic supervision, learning resources, library services, technical support, and administrative assistance comparable to those available to on-campus students.

RESEARCH QUALITY POLICY

DUTH is committed to the highest standards of research excellence.

Quality Policy for Research establishes the principles, standards and governance framework governing the conduct, support, evaluation and continuous enhancement of research at DUTH. This Policy applies to all members of the academic staff, researchers, doctoral candidates, postdoctoral fellows, visiting researchers, research associates, administrative staff involved in research management, and any other individuals conducting research under the auspices of the University.

The Policy aligns with:

- a) The European Code of Conduct for Research Integrity (ALLEA);
- b) Horizon Europe regulations and Open Science requirements;
- c) The principles of Responsible Research and Innovation (RRI);
- d) Applicable national legislation and institutional regulations.

1. Fundamental Principles of Research Integrity

Research conducted at DUTH shall be governed by the principles of reliability, honesty, respect and accountability.

All research activities must comply with applicable legal, regulatory and ethical requirements at national, European and international level.

The University adopts a zero-tolerance approach to research misconduct, including but not limited to fabrication, falsification, plagiarism and other serious deviations from accepted research practices.

Appropriate procedures shall be established for:

- a) Ethical review and approval of research involving human participants, animals, personal data or sensitive materials;
- b) Investigation and resolution of allegations of research misconduct;
- c) Management of conflicts of interest.

Researchers are responsible for maintaining accurate, complete and secure records of research procedures, data and findings.

2. Scientific Excellence, Rigour and Reproducibility

All research activities shall be designed and conducted according to recognised standards of scientific excellence and methodological rigour.

Research proposals and outputs shall be subject, where appropriate, to peer review and internal or external quality assurance mechanisms.

Research methodologies shall be appropriate to the discipline and shall ensure validity, reliability and reproducibility, where applicable.

The University promotes transparency in research design, analysis and reporting.

3. Open Science and Research Data Management

The University recognises Open Science as a standard practice in contemporary research.

Researchers shall, where legally and ethically permissible:

- a) Publish research outputs in open access formats;
- b) Prepare and implement Data Management Plans for funded projects;
- c) Adhere to the FAIR principles (Findable, Accessible, Interoperable and Reusable) in the management of research data.

The sharing of research data shall balance openness with obligations relating to confidentiality, intellectual property rights, personal data protection and contractual requirements.

The University shall provide guidance and infrastructure to support compliant and responsible data management.

4. Societal Impact, Innovation and Responsible Research and Innovation (RRI)

Research at DUTH shall contribute to the advancement of knowledge and address societal, cultural, economic and environmental challenges.

The University promotes alignment of research activities with regional, national and European strategic priorities.

Responsible Research and Innovation principles shall be integrated into research practices, including:

- a) Public engagement and dissemination;

- b) Gender equality and inclusiveness;
- c) Ethical foresight and societal impact consideration;
- d) Science education and outreach;
- e) Open governance and transparency.

The University supports knowledge transfer, innovation ecosystems and responsible research commercialisation consistent with ethical and legal standards.

5. Research Support and Infrastructure

The University shall provide appropriate infrastructure, facilities and professional support services to enable high-quality research.

Continuous investment shall be made in laboratories, equipment, digital systems and research support mechanisms.

Administrative procedures related to research development, funding management and project implementation shall be transparent, efficient and compliant with funding regulations.

6. Professional Development and Research Culture

The University is committed to fostering a research culture characterised by excellence, integrity, equality, collegiality and mutual respect.

Career development opportunities shall be available to researchers at all stages, in accordance with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Doctoral education and supervision shall adhere to recognised European principles for doctoral training.

The University shall recognise and reward high-quality research achievements and responsible research conduct.

7. Governance, Monitoring and Continuous Improvement

The governance of research quality shall be exercised through the competent academic and administrative bodies of the University, in accordance with institutional regulations.

Research performance shall be monitored and evaluated using appropriate qualitative and quantitative indicators.

The University shall periodically review its research strategy, quality assurance mechanisms and support structures to ensure continuous improvement.

Public reporting of research activities and impact shall be undertaken where appropriate, subject to legal and contractual constraints.

8. Compliance with the European Charter for Researchers

The University ensures adherence to the principles of the European Charter for Researchers, as promoted through EURAXESS, by integrating its core principles into institutional research policies and practices.

The University aligns its research governance framework with the Charter's principles on research integrity, ethical and professional responsibility, good research practice, open science, and ongoing professional development for researchers. Through suitable policies, procedures, and support systems, the University fosters a transparent, fair, and high-quality research environment that aligns with European standards for research organizations.

INTERNATIONALIZATION POLICY

1. Institutional Framework and Regulatory Alignment

This Internationalization Policy adopted by Democritus University of Thrace (DUTH) is a binding institutional framework that operationalizes the Institution's Internationalization Strategy in alignment with the standards of the Hellenic Authority for Higher Education (HAHE), the principles of the Erasmus Charter for Higher Education (ECHE) and the obligations arising from participation in the EMERGE European University Alliance.

The policy forms an integral part of the University's Internal Quality Assurance System and Strategic Planning and applies to all academic, research and administrative units.

2. Conceptual Definition and Strategic Objectives

Internationalization at DUTH is defined as a horizontal, quality-enhancing and transformative process embedded across teaching, research, governance and student services.

It aims to strengthen academic excellence, institutional sustainability and international competitiveness, while remaining fully aligned with DUTH's public mission and role in the Region of Eastern Macedonia & Thrace.

In accordance with HAHE requirements, internationalization contributes directly to programme quality, learning outcomes, research capacity and societal impact.

A central operational priority of this policy is the systematic increase of incoming international students as a strategic response to demographic challenges and intensified global competition in higher education.

3. Compliance with ECHE Principles and Mobility Strategy

Within the framework of the Erasmus Charter for Higher Education, DUTH commits to transparency, fairness, equal access and full academic recognition in all international activities.

Mobility, joint programmes and international cooperation actions are implemented in compliance with ECHE principles and are strategically utilized not only as exchange mechanisms, but also as structured pathways for attracting international students into study programmes at DUTH.

4. EMERGE Alliance as a Structural Pillar

Participation in the EMERGE European University Alliance constitutes a core pillar of the University's internationalization policy.

Through EMERGE, DUTH advances joint educational provision, innovative learning models and collaborative research structures that enhance its attractiveness to international students and staff.

Initiatives such as European Degrees, joint quality assurance mechanisms, micro-credentials and flexible learning pathways are fully embedded within the University's

internal quality assurance and governance processes and contribute to European and global visibility.

5. Development of International Academic Offerings

DUTH commits to the continuous development, quality assurance and international promotion of English-taught programmes, joint and double degrees, and short-term international learning formats, supported by digital, blended and distance-learning modalities. These instruments facilitate internationalization at home, widen access to DUTH programmes across all campuses and function as drivers for increasing incoming student enrolment, while remaining fully compliant with national and European accreditation requirements.

6. Strategic International Partnerships and Research Integration

International partnerships are pursued on the basis of academic quality, strategic relevance and sustainability, with priority given to collaborations that support structured student inflows, joint programme delivery and postgraduate recruitment, particularly within Europe, the Eastern Mediterranean, North Africa and East Asia.

International research collaboration is closely linked to educational internationalization and postgraduate training, supporting joint supervision, collaborative doctoral programmes and the attraction of international researchers and doctoral candidates.

7. Monitoring, Evaluation and Continuous Improvement

The University continuously monitors and evaluates the implementation of this Quality Policy through appropriate performance indicators and evidence-based assessments. Specific metrics and benchmarks are established at departmental and institutional levels to ensure continuous improvement, transparency and accountability, while maintaining flexibility to adapt to emerging academic, societal and technological needs.

8. Institutional Scope and Periodic Review

This Quality Policy shall be implemented across all academic, research and administrative units of the University. It shall be periodically reviewed by the

competent academic authorities to ensure its continued relevance, effectiveness and compliance with institutional strategy, regulatory requirements and societal expectations.

8. Organisational structure of QAU-DUTH

The Quality Assurance Unit (QAU-DUTH) operates as an independent organisational unit at departmental level and is supervised by the Rector or the Vice-Rector to whom the relevant responsibility has been assigned.

The **mission** of QAU-DUTH is the continuous improvement of the quality of the Institution'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).

Within the framework of its mission, QAU-DUTH is responsible for:

- developing a specific policy and strategy and the necessary procedures and actions for the continuous improvement of the quality of the Institution's work and services within the Institutional Internal Quality Assurance System (IQAS),
- organising, operating and continuously improving the IQAS of DUTH,
- coordinating and supporting evaluation procedures of academic units, other institutional services and study programmes within the IQAS framework, in accordance with the principles, directions and guidelines of HAHE.

Structure – Composition

1. The QAU-DUTH is internally structured into:

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

2. The QAC-DUTH is established by decision of the Senate for a five-year term and consists of:

- a) the Rector or the competent Vice-Rector of DUTH as Chair,
- b) five (5) DUTH academic staff members (faculty) at the rank of Professor or Associate Professor,
- c) one (1) representative from each category of EEP, ETEP and EDIP staff of DUTH,
- d) one (1) representative of undergraduate students,
- e) one (1) representative of postgraduate students and doctoral candidates, and

f) one (1) representative of Visiting Professors, contracted teaching staff, Visiting Researchers and contract Researchers employed at DUTH.

Representatives under points (d) to (f) are appointed annually and have voting rights on matters related to their capacity.

- Replacement of a QAC-DUTH member before the end of their term is possible in cases of serious impediment, which must be duly documented.

Responsibilities of the QAC-DUTH

1. The responsibilities of the QAC-DUTH include:

a) drafting a proposal for the structure and operation of the Internal Quality Assurance System (IQAS) and submitting it to the Senate for approval and publication in the Government Gazette,

b) developing and implementing measures to ensure and improve quality in all types of teaching, research and administrative work provided by DUTH, and in particular the quality of:

- first, second and third cycle study programmes, including foreign-language programmes,
- lifelong learning programmes and the overall operation of the Lifelong Learning Centre (KEDIVIM-DUTH),
- individual academic units of DUTH (Schools, Departments and Sectors),
- the operation of the Research Fund (ELKE-DUTH), the University Research and Innovation Centre (URIC-DUTH) and its Research Institutes,
- academic or research units such as university clinics, university museums and university laboratories, including the services they provide,
- the operation of DUTH administrative services,

c) carrying out periodic internal evaluation and revision of the IQAS every five years in accordance with the procedures and methodology defined in the Quality Manual,

aiming at continuous improvement in line with developments in the European Higher Education Area, international practices and HAHE guidelines,

d) preparing the IQAS Quality Manual and submitting it to the Senate of DUTH for approval,

e) monitoring and conducting checks to ensure proper implementation of the IQAS,

f) cooperating with HAHE in implementing its directions and guidelines within the scope of its responsibilities,

g) preparing recommendations to the competent administrative bodies of DUTH on quality assurance matters (e.g. participation in international university rankings or international quality assurance organisations and associations),

h) supporting the preparation process for the accreditation of academic units, including participation of QAC-DUTH members in preparatory information meetings organised by QAU-DUTH and during the accreditation procedure (according to the schedule defined by HAHE),

i) organising workshops, conferences and events related to quality assurance,

j) informing OMEA members, academic units and other institutional staff about evaluation, accreditation and quality assurance procedures,

k) promoting and disseminating the activities and results of QAU-DUTH through publicity actions and other appropriate means,

l) reviewing accreditation reports of academic units and preparing proposals to the competent institutional bodies regarding quality improvement actions,

m) maintaining a hard-copy and digital archive containing data from internal and external evaluation and accreditation reports of all institutional units and the IQAS.

2.Responsibilities of the Chair of the QAC-DUTH

The Chair:

a) convenes meetings of the QAC-DUTH,

b) prepares the agenda,

- c) appoints a rapporteur for agenda items and presents items without an appointed rapporteur,
- d) presides over QAC-DUTH meetings,
- e) signs issued decisions and all correspondence between QAU-DUTH and other services inside or outside the Institution,
- f) coordinates the preparation process for accreditation of academic units and participates in briefing meetings and the accreditation process (according to the schedule defined by HAHE).

3. Duties and obligations of QAC-DUTH members

Members:

- a) attend QAC-DUTH meetings
- b) act as rapporteurs on meeting items assigned by the Chair
- c) collaborate with the administrative and scientific staff of the QAS-DUTH on specific matters assigned by the Chair of the QAC-DUTH.

Responsibilities of the QAS-DUTH (Quality Assurance Service)

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

- a) Implementing the decisions of the QAC-DUTH and providing its secretarial support,
- b) Submitting recommendations to the QAC-DUTH and preparing materials for decision-making,
- c) Cooperating with the Hellenic Authority for Higher Education (HAHE) and supporting internal and external evaluation and accreditation procedures of DUTH, its academic and research units and first-, second- and third-cycle study programmes, including foreign-language and joint programmes, as well as lifelong learning programmes in accordance with Law 4653/2020,
- d) Developing, managing and monitoring the IQAS of DUTH and, in particular, conducting internal evaluation in accordance with the IQAS Quality Manual,
- e) Coordinating and supporting DUTH procedures and those of its units during the implementation of quality assurance,

f) Coordinating and supporting institutional units during accreditation procedures, specifically:

- being informed by HAHE about the accreditation schedule and informing the relevant academic units,
- being informed by HAHE about the experts participating in accreditation committees,
- preparing, in cooperation with the academic unit (where required), the programme of on-site or in-person visits of the External Evaluation and Accreditation Committee (EEAC) and informing HAHE,
- communicating with School Deans, Department Heads, Internal Evaluation Groups (OMEA) and heads of other institutional units and services to ensure successful accreditation implementation,
- organising working meetings with stakeholders involved in accreditation to ensure proper preparation,
- maintaining communication with accreditation committees throughout the process and during report drafting when required,
- receiving all draft and final accreditation reports sent by HAHE,
- preparing and submitting to HAHE a memorandum with comments on the draft IQAS accreditation report,
- receiving the final IQAS accreditation report, forwarding it to the Rector and Senate members and publishing it on the QAU-DUTH website,

g) Collecting and processing data from all academic and research units and administrative services regarding quality assurance implementation across DUTH activities,

h) Publishing on the University website information related to accreditation, internal and external evaluation of DUTH and its units,

i) Being responsible for completing indicator values within the annual performance report used for the allocation of the annual state grant, in accordance with Article 16 of Law 4653/2020,

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- j) Updating the QAU-DUTH information system and the Integrated National Quality Information System (NQIS/OPESP) with institutional quality data and developing interoperability with it,
 - k) Maintaining regular communication and cooperation with the Internal Evaluation Groups (OMEA) of academic units for IQAS implementation,
 - l) Reviewing accreditation reports of academic units and preparing proposals to institutional bodies regarding quality improvement actions,
 - m) Maintaining a hard-copy and digital archive containing data from internal and external evaluation and accreditation reports of all institutional units and the IQAS,
 - n) Promoting and disseminating QAU-DUTH activities and results through publicity and other appropriate means,
 - o) Organising information and training activities for OMEA members, academic units and other institutional staff on evaluation, accreditation and quality assurance procedures,
 - p) Monitoring and conducting checks to ensure proper implementation of the IQAS,
 - q) Conducting periodic internal evaluation and review of the IQAS in accordance with the procedures and methodology defined in the Quality Manual.

2. The Head of QAS-DUTH signs QAS-DUTH documents and correspondence circulated within and outside the Institution.

The Quality Assurance Service is staffed by DUTH administrative personnel and is headed by an administrative employee (university education level, all specialisations).

The QAS-DUTH is staffed by seven (7) employees as follows:

- a. Head of QAS-DUTH
- b. Administrative Officer (QAS-DUTH)
- c. Administrative Officer (QAS-DUTH)
- d. Quality Officer (QAS-DUTH)
- e. Quality Officer (QAS-DUTH)
- f. Quality Officer (QAS-DUTH)

g. Data Documentation Officer (QAS-DUTH)

1. Detailed description of the responsibilities, qualifications and objectives of the above positions

JOB DESCRIPTION: HEAD OF THE QUALITY ASSURANCE SERVICE

VERSION:		Position code:	
DATE OF REVISION:			

Policy Sector	GP Code	Job Title
Public Policy Development and Management	1.3	Head of the Quality Assurance Service

Organisation:	Workplace (Postal Address):
Democritus University of Thrace	University Campus, Komotini

Brief job description

Develops and implements the public policies of the Quality Assurance Service, particularly those relating to the organisation, coordination and effective operation of the Institution's Quality Assurance Service. Maintains overall awareness and knowledge of the execution of the functions and activities of QAU-DUTH.

General profile

Pay provisions	Type of employment relationship	Grade
<input checked="" type="checkbox"/> Included in the public pay scale	<input checked="" type="checkbox"/> Permanent staff	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Exempt from the pay scale	<input checked="" type="checkbox"/> Indefinite-term staff	<input checked="" type="checkbox"/> B
<input type="checkbox"/> Additional remuneration	<input type="checkbox"/> Fixed-term staff	<input type="checkbox"/> C
	<input type="checkbox"/> Remunerated mandate or other form of employment relationship. Specify: ...	<input type="checkbox"/> D
		<input type="checkbox"/> E

Reporting and collaboration relationships

Collaborates with:	As defined in the job description	Reports to:
Other directorates, organisational and academic units of DUTH		Vice-Rector for Academic Affairs, Student Affairs and Lifelong Learning
External organisations		

Main Duties and Responsibilities

- Ensures the functional alignment of assigned responsibilities with the operational objectives of the Institution and the directives of the Administration.
- Collects, processes, analyses and presents the necessary data to support decision-making processes.
- Ensures effective cooperation with other services of the Institution and with bodies of the Public Administration.
- Implements and monitors the Department's target-setting (QAS-DUTH) and undertakes initiatives to improve staff performance and efficiency
- Encourages staff to implement the actions of the organisational unit.
- Allocates responsibilities and incoming tasks among the staff of the organisational unit.
- Identifies the training needs of the personnel of the organisational unit and develops learning opportunities for all staff members.
- Submits recommendations to the Vice-Rector for Academic Affairs, Student Affairs and Lifelong Learning on matters concerning the establishment, modification or abolition of positions and the corresponding job descriptions within the organisational unit.
- Undertakes initiatives to improve the operation of the organisational unit.
- Evaluates staff in accordance with the applicable legal and regulatory framework.
- Represents the organisational unit, where required.

Institutional Representation and Cooperation

Required Qualifications

Formal Qualifications

All University Education (PE) branches

Presidential Decree 50/2001 (Government Gazette A' 39), as in force

1. The qualification for appointment at entry level is defined as a degree or diploma from any Department of a Greek Higher Education Institution, including degrees or diplomas awarded by the Hellenic Open University (HOU) and former Study Selection Programmes, or an equivalent qualification from a recognised foreign institution.
2. The vacancy announcement may specify specialisations within the above branch. In such cases, the corresponding degree or diploma from a Greek Higher Education Institution or an equivalent recognised qualification of the same specialisation from a foreign institution is required.
3. Computer literacy in: a) word processing, b) spreadsheets, c) internet services

Knowledge Desirable Qualifications	<ul style="list-style-type: none"> • Possession of a Postgraduate Degree • Knowledge of the applicable legal framework governing quality assurance in Higher Education Institutions. • Knowledge of quality management systems. • Basic knowledge of the organisation and functioning of Public Administration. • Good command of the English language. • Knowledge of national and European institutional frameworks. • Knowledge of the political, international and national socio-economic framework. • Knowledge of management and risk/crisis management.
Specific Job Requirements	
Professional Experience	Professional engagement in positions and procedures related to quality assurance.
Skills and Competencies	<ul style="list-style-type: none"> • Demonstrates leadership capacity. • Coordinates the staff of the department under their supervision. • Demonstrates a cooperative and team-oriented approach in daily collaboration with subordinates and superiors. • Is reliable and discreet.. • Is objective. • Has strong communication skills. • Has problem-solving ability. • Has decision-making ability. • Has the ability to manage crises, conflicts, risks and organisational change. • Has negotiation skills.

Term of Office

Mandatory Training Prior to Assumption of Duties

Other Information

Secretary General – Signature	Director General – Signature

SPECIAL JOB DESCRIPTION: ADMINISTRATIVE OFFICER – QUALITY ASSURANCE SERVICE (QAS-DUTH)

VERSION:		Position Code:	
DATE OF REVISION:			

Policy Sector	GP Code	Job Title
Public Policy Development and Management	1.5	Administrative Officer – QAS-DUTH

Organisation	Workplace (Postal Address)
Democritus University of Thrace	University Campus, Kavala

Brief Job Description

Operates within the administrative framework and carries out, within the organisational unit where assigned, part or the entirety of administrative tasks under the supervision of the Head of the Service, ensuring its smooth and effective operation.

General Profile

Pay Provisions	Type of Employment Relationship	Grade
<input checked="" type="checkbox"/> Inclusion in the Public Pay Scale	<input checked="" type="checkbox"/> Permanent Staff	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Exempt from the pay scale	<input checked="" type="checkbox"/> Indefinite-Term Staff	<input checked="" type="checkbox"/> B
<input checked="" type="checkbox"/> Additional remuneration.....	<input type="checkbox"/> Fixed-Term Staff	<input checked="" type="checkbox"/> C
	<input type="checkbox"/> Remunerated mandate or other form of employment relationship. Specify...	<input type="checkbox"/> D
		<input type="checkbox"/> E

Reporting and Collaboration Relationships

Entities with which the position collaborates	As defined in the job description	Reports to
With other directorates and organisational and academic units of DUTH.		Head of the Service
With external organisations.		

Main Duties and Responsibilities

- Prepares and drafts administrative documents falling within the responsibilities of the QAS, in compliance with the applicable legislation.
- Provides service and information to stakeholders interacting with the Service.
- Undertakes initiatives to ensure the successful completion of assigned tasks.
- Proposes measures to improve the efficiency and effectiveness of the Service's operation and organisation.

Institutional Representation and Cooperation

Required Qualifications

Formal Qualifications All University Education (PE) or Technological Education (TE) branches.

Presidential Decree 50/2001 (Government Gazette A' 39), as in force

1. The qualification for appointment at entry level is defined as a degree or diploma from any Department of a Greek Higher Education Institution, including degrees or diplomas awarded by the Hellenic Open University (HOU) and former Study Selection Programmes, or an equivalent qualification from a recognised foreign institution.
2. The vacancy announcement may specify specialisations within the above branch. In such cases, the corresponding degree or diploma from a Greek Higher Education Institution or an equivalent recognised qualification of the same specialisation from a foreign institution is required.
3. Computer literacy in: a) word processing, b) spreadsheets, c) internet services

KNOWLEDGE Desirable Qualifications

- Knowledge of the applicable legal framework governing quality assurance in Higher Education Institutions.
- Knowledge of the Administrative Procedure Code, the Civil Servants' Code and the legal framework governing public sector employees and legal entities of public law.

	<ul style="list-style-type: none"> • Knowledge of the regulatory framework governing the operation of QAU-DUTH.
Specific Job Requirements	
Professional Experience	
Skills and Competencies	<ul style="list-style-type: none"> • Demonstrates administrative and organisational skills. • Analyses and synthesises information with objectivity and reliability. • Demonstrates a cooperative and team-oriented approach. • Has problem-solving ability and demonstrates flexibility and negotiation skills. • Is capable of working under strict deadlines. • Demonstrates professionalism and decisiveness.

Term of Office

Mandatory Training Prior to Assumption of Duties

Other Information

Secretary General – Signature	Director General – Signature

SPECIAL JOB DESCRIPTION: ADMINISTRATIVE OFFICER – QUALITY ASSURANCE SERVICE (QAS-DUTH)

VERSION:		Position Code:	
DATE OF REVISION:			

Policy Sector	GP Code	Job Title
Public Policy Development and Management	1.5	Administrative Officer – QAU-DUTH

Organisation	Workplace (Postal Address)
Democritus University of Thrace	Administration Building, 1 Vas. Sofias, PROKAT, Xanthi

Brief Job Description
Operates within the administrative framework and carries out, within the organisational unit where assigned, part or the entirety of administrative tasks under the supervision of the Head of the Service, ensuring its smooth and effective operation.

General Profile		
Pay Provisions	Type of Employment Relationship	Grade
<input checked="" type="checkbox"/> Inclusion in the Public Pay Scale	<input checked="" type="checkbox"/> Permanent Staff	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Exempt from the pay scale	<input checked="" type="checkbox"/> Indefinite-Term Staff	<input checked="" type="checkbox"/> B
<input checked="" type="checkbox"/> Additional remuneration.....	<input type="checkbox"/> Fixed-Term Staff	<input checked="" type="checkbox"/> C
	<input type="checkbox"/> Remunerated mandate or other form of employment relationship. Specify...	<input type="checkbox"/> D
		<input type="checkbox"/> E
Reporting and Collaboration Relationships		
Entities with which the position collaborates	As defined in the job description	Reports to

With other directorates and organisational and academic units of DUTH.		Head of the Service
With external organisations.		

Main Duties and Responsibilities

- Submits recommendations and drafts administrative documents falling within the responsibilities of the QAU, in compliance with the applicable legislation.
- Provides service to stakeholders interacting with the Unit.
- Takes initiative to ensure the successful completion of assigned tasks.
- Proposes measures to improve the efficiency and effectiveness of the Unit's operation and organisation.

Institutional Representation and Cooperation

Required Qualifications

<p>Formal Qualifications</p> <p>All University Education (PE) or Technological Education (TE) branches.</p> <p>Presidential Decree 50/2001 (Government Gazette A' 39), as in force.</p>	<ol style="list-style-type: none"> 1. The qualification for appointment at entry level is defined as a degree or diploma from any Department of a Greek Higher Education Institution, including degrees or diplomas awarded by the Hellenic Open University (HOU) and former Study Selection Programmes, or an equivalent qualification from a recognised foreign institution. 2. The vacancy announcement may specify specialisations within the above branch. In such cases, the corresponding degree or diploma from a Greek Higher Education Institution or an equivalent recognised qualification of the same specialisation from a foreign institution is required. 3. Computer literacy in: a) word processing, b) spreadsheets, c) internet services
<p>Knowledge</p> <p>Desirable Qualifications</p>	<ul style="list-style-type: none"> • Knowledge of the applicable legislative framework relating to quality assurance in higher education institutions. • Knowledge of the Code of Administrative Procedure, the Civil Servants' Code applicable to public administrative employees and employees of Legal Entities under Public Law (NPDD), as well as administrative practice procedures. • Knowledge of the regulatory framework governing the operation of the Quality Assurance Unit (M.O.D.I.P.).

Specific Job Requirements	
Professional Experience	
Skills and Competencies	<ul style="list-style-type: none"> • Demonstrates administrative and organisational skills. • Analyses and synthesises information with objectivity and reliability. • Demonstrates a cooperative and team-oriented approach. • Has problem-solving ability and demonstrates flexibility and negotiation skills. • Is capable of working under strict deadlines. • Demonstrates professionalism and decisiveness.

Term of Office

**Mandatory Training
Prior to Assumption of
Duties**

Other Information

Secretary General – Signature	Director General – Signature

SPECIAL JOB DESCRIPTION: ADMINISTRATIVE OFFICER – QUALITY ASSURANCE SERVICE (QAS-DUTH)

VERSION:		Position Code:	
DATE OF REVISION:			

Policy Sector	GP Code	Job Title
Public Policy Development and Management	1.12	Quality Assurance Officer, QAU

Organisation	Workplace (Postal Address)
Democritus University of Thrace	Administration Building, 1 Vas. Sofias, PROKAT, Xanthi

Brief Job Description

Operates within the administrative framework and carries out, within the organisational unit where assigned, part or the entirety of administrative tasks under the supervision of the Head of the Service, ensuring its smooth and effective operation.

General Profile

Pay Provisions	Type of Employment Relationship	Grade
<input checked="" type="checkbox"/> Inclusion in the Public Pay Scale	<input checked="" type="checkbox"/> Permanent Staff	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Exempt from the pay scale	<input checked="" type="checkbox"/> Indefinite-Term Staff	<input checked="" type="checkbox"/> B
<input type="checkbox"/> Additional remuneration.....	<input checked="" type="checkbox"/> Fixed-Term Staff	<input checked="" type="checkbox"/> C
	<input type="checkbox"/> Remunerated mandate or other form of employment relationship. Specify...	<input checked="" type="checkbox"/> D
		<input type="checkbox"/> E

Reporting and Collaboration Relationships

Entities with which the position collaborates	As defined in the job description	Reports to

With other directorates and organisational and academic units of DUTH.		Head of the Service
With external organisations.		

Main Duties and Responsibilities

- Collaborates with the Internal Evaluation Groups (O.M.E.A.) of the academic units in the context of the Monitoring Reports of the Study Programmes.
- Enters and manages data in international ranking tables.
- Organises and coordinates the internal evaluation procedures of the Institution.
- Reviews the evaluation reports of the academic units and drafts proposals to the competent bodies of the Institution regarding quality enhancement actions.

Institutional Representation and Cooperation

Required Qualifications

<p>Formal Qualifications</p> <p>All University Education (PE) or Technological Education (TE) branches.</p> <p>Presidential Decree 50/2001 (Government Gazette A' 39), as in force.</p>	<ol style="list-style-type: none"> 1. The qualification for appointment at entry level is defined as a degree or diploma from any Department of a Greek Higher Education Institution, including degrees or diplomas awarded by the Hellenic Open University (HOU) and former Study Selection Programmes, or an equivalent qualification from a recognised foreign institution. 2. The vacancy announcement may specify specialisations within the above branch. In such cases, the corresponding degree or diploma from a Greek Higher Education Institution or an equivalent recognised qualification of the same specialisation from a foreign institution is required. 3. Computer literacy in: a) word processing, b) spreadsheets, c) internet services
<p>Knowledge</p> <p>Desirable Qualifications</p>	<ul style="list-style-type: none"> • Possession of a Master's Degree. • Knowledge of standards and Quality Management Systems (QMS). • Knowledge of process modelling and development techniques. • Knowledge of evaluation techniques and risk and crisis analysis. • Knowledge of the Code of Administrative Procedure.

	<ul style="list-style-type: none"> • Knowledge of the regulatory framework governing the operation of the Quality Assurance Unit (M.O.D.I.P.).
Specific Job Requirements	
Professional Experience	
Skills and Competencies	<ul style="list-style-type: none"> • Demonstrates administrative and organisational skills. • Analyses and synthesises information with objectivity and reliability. • Demonstrates a cooperative and team-oriented approach. • Has problem-solving ability and demonstrates flexibility and negotiation skills. • Is capable of working under strict deadlines. • Demonstrates professionalism and decisiveness.

Term of Office	Mandatory Training Prior to Assumption of Duties	Other Information

Secretary General – Signature	Director General – Signature

SPECIAL JOB DESCRIPTION: ADMINISTRATIVE OFFICER – QUALITY ASSURANCE SERVICE (QAS-DUTH)

VERSION:		Position Code:	
DATE OF REVISION:			

Policy Sector	GP Code	Job Title
Public Policy Development and Management	1.12	Quality Assurance Officer, QAU

Organisation	Workplace (Postal Address)
Democritus University of Thrace	University Campus, Komotini

Brief Job Description

Operates within the administrative framework and carries out, within the organisational unit where assigned, part or the entirety of administrative tasks under the supervision of the Head of the Service, ensuring its smooth and effective operation.

General Profile

Pay Provisions	Type of Employment Relationship	Grade
<input checked="" type="checkbox"/> Inclusion in the Public Pay Scale	<input checked="" type="checkbox"/> Permanent Staff	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Exempt from the pay scale	<input checked="" type="checkbox"/> Indefinite-Term Staff	<input checked="" type="checkbox"/> B
<input type="checkbox"/> Additional remuneration.....	<input checked="" type="checkbox"/> Fixed-Term Staff	<input checked="" type="checkbox"/> C
	<input type="checkbox"/> Remunerated mandate or other form of employment relationship. Specify...	<input checked="" type="checkbox"/> D
		<input type="checkbox"/> E

Reporting and Collaboration Relationships

Entities with which the position collaborates	As defined in the job description	Reports to
With other directorates and organisational and academic units of DUTH.		Head of the Service
With external organisations.		

Main Duties and Responsibilities

- Collaborates with the Internal Evaluation Groups (O.M.E.A.) of the academic units in the context of the Monitoring Reports of the Study Programmes.
- Enters and manages data in international ranking tables.
- Organises and coordinates the internal evaluation procedures of the Institution.
- Reviews the evaluation reports of the academic units and drafts proposals to the competent bodies of the Institution regarding quality enhancement actions.

Institutional Representation and Cooperation

Required Qualifications

Formal Qualifications

All University Education (PE) or Technological Education (TE) branches.

Presidential Decree 50/2001 (Government Gazette A' 39), as in force.

1. The qualification for appointment at entry level is defined as a degree or diploma from any Department of a Greek Higher Education Institution, including degrees or diplomas awarded by the Hellenic Open University (HOU) and former Study Selection Programmes, or an equivalent qualification from a recognised foreign institution.
2. The vacancy announcement may specify specialisations within the above branch. In such cases, the corresponding degree or diploma from a Greek Higher Education Institution or an equivalent recognised qualification of the same specialisation from a foreign institution is required.
3. Computer literacy in: a) word processing, b) spreadsheets, c) internet services

Knowledge

- Possession of a Master's Degree.

Desirable Qualifications	<ul style="list-style-type: none"> • Knowledge of standards and Quality Management Systems (QMS). • Knowledge of process modelling and development techniques. • Knowledge of evaluation techniques and risk and crisis analysis. • Knowledge of the Code of Administrative Procedure. • Knowledge of the regulatory framework governing the operation of the Quality Assurance Unit (M.O.D.I.P.).
Specific Job Requirements	
Professional Experience	Professional experience in roles and processes related to quality assurance.
Skills and Competencies	<ul style="list-style-type: none"> • Demonstrates administrative and organisational skills. • Analyses and synthesises information with objectivity and reliability. • Demonstrates a cooperative and team-oriented approach. • Has problem-solving ability and demonstrates flexibility and negotiation skills. • Is capable of working under strict deadlines. • Demonstrates professionalism and decisiveness.

Term of Office

Mandatory Training Prior to Assumption of Duties

Other Information

Secretary General – Signature	Director General – Signature

SPECIAL JOB DESCRIPTION: ADMINISTRATIVE OFFICER – QUALITY ASSURANCE SERVICE (QAS-DUTH)

VERSION:		Position Code:	
DATE OF REVISION:			

Policy Sector	GP Code	Job Title
Public Policy Development and Management	1.11	QAU Data Documentation Officer

Organisation	Workplace (Postal Address)
Democritus University of Thrace	University Campus, Komotini

Brief Job Description

Operates within the administrative framework and carries out, within the organisational unit where assigned, part or the entirety of administrative tasks under the supervision of the Head of the Service, ensuring its smooth and effective operation.

General Profile

Pay Provisions	Type of Employment Relationship	Grade
<input checked="" type="checkbox"/> Inclusion in the Public Pay Scale	<input checked="" type="checkbox"/> Permanent Staff	<input checked="" type="checkbox"/> A
<input type="checkbox"/> Exempt from the pay scale	<input checked="" type="checkbox"/> Indefinite-Term Staff	<input checked="" type="checkbox"/> B
<input type="checkbox"/> Additional remuneration.....	<input checked="" type="checkbox"/> Fixed-Term Staff	<input checked="" type="checkbox"/> C
	<input type="checkbox"/> Remunerated mandate or other form of employment relationship. Specify...	<input checked="" type="checkbox"/> D
		<input type="checkbox"/> E

Reporting and Collaboration Relationships

Entities with which the position collaborates	As defined in the job description	Reports to
With other directorates and organisational and academic units of DUTH.		Head of the Service
With external organisations.		

Main Duties and Responsibilities

- Submits recommendations regarding the formulation of the main strategic action axes for the collection, management and provision of the requested information.
- Submits recommendations for the development and operation of data collection and processing systems.
- Ensures the configuration, periodic updating, proper use and smooth operation of the Institution's Quality Assurance Information System.
- Collects, analyses, validates and synthesises the data required for the above.
- Ensures the production of consolidated statistical reports at the level of academic units and the Institution.
- Cooperates with other documentation networks for the exchange and dissemination of information.
- Ensures the documentation, safeguarding and promotion of the scientific work of the Unit in which he/she serves.

Institutional Representation and Cooperation

Required Qualifications

<p>Formal Qualifications</p> <p>All University Education (PE) or Technological Education (TE) branches.</p> <p>Presidential Decree 50/2001 (Government</p>	<p>4. The qualification for appointment at entry level is defined as a degree or diploma from any Department of a Greek Higher Education Institution, including degrees or diplomas awarded by the Hellenic Open University (HOU) and former Study Selection Programmes, or an equivalent qualification from a recognised foreign institution.</p> <p>5. The vacancy announcement may specify specialisations within the above branch. In such cases, the corresponding degree or diploma from a Greek Higher Education Institution or an equivalent recognised qualification of the same specialisation from a foreign institution is required.</p>
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Gazette A' 39), as in force.	6. Computer literacy in: a) word processing, b) spreadsheets, c) internet services
Knowledge Desirable Qualifications	<ul style="list-style-type: none"> • Knowledge of the regulatory framework governing the use of public information. • Knowledge of data extraction and validation techniques. • Knowledge of systems for the use, collection and processing of databases and information. • Knowledge of documentation techniques. • Knowledge of statistical analysis.
Specific Job Requirements	
Professional Experience	Professional experience in roles and processes related to quality assurance.
Skills and Competencies	<ul style="list-style-type: none"> • Demonstrates administrative and organisational skills. • Analyses and synthesises information with objectivity and reliability. • Demonstrates a cooperative and team-oriented approach. • Has problem-solving ability and demonstrates flexibility and negotiation skills. • Is capable of working under strict deadlines. • Demonstrates professionalism and decisiveness.

Term of Office

Mandatory Training Prior to Assumption of Duties

Other Information

Secretary General – Signature	Director General – Signature