

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

IQAS PROCEDURE

D-2.1 ALLOCATION AND MANAGEMENT OF FUNDING



TABLE OF CONTENTS

1	PURPOSE.....	3
2	IMPLEMENTATION STEPS.....	3
3	SCHEDULE	4
4	RELATED DOCUMENTS.....	4
5	DOCUMENTATION - RECORDS.....	5
6	RESPONSIBILITIES	5
7	DEFINITIONS.....	5
8	WORK INSTRUCTIONS.....	5
9	FLOWCHART	6

1 PURPOSE

This procedure defines the manner in which the allocation and management of funding resources, from any source, are accomplished. In this framework, three categories are distinguished based on legislation in force, in particular:

- A. Regular budget managed by the Directorate of Financial Administration.
- B. Research Funds managed by the Research Committee.
- C. Fiscal resources derived from the institution's assets managed by the DUTH Asset Utilization and Management Company.

2 IMPLEMENTATION STEPS

RESPONSIBLE: Rector, Vice Rector for Finance, Planning & Development, Governing Council, Strategic Planning Unit, Financial Services, Academic & Administrative Units, QAU

RECORDS:

DESCRIPTION:

Sources of funding are considered to be:

- The regular budget (RB)
- The National Development Programme (NDP)
- Other sources

Funding from the above sources is intended to cover the necessary expenditures relating to the needs of research, educational, training and development activities, as well as DUTH's administrative and operational needs.

QAU provides annually (at a set time) the Institution's Management (Vice Rector for Finance, Planning & Development) data regarding the previous year's financial operation – from NISQA or other information systems of the Institution – as well as corresponding metrics.

The Strategic Planning Unit informs the Management of the institution's strategic plan as well as the development and operational plans of the institution's schools and services, respectively, from which the mapping of funding needs for educational and research activities, as well as the funding needs for the operation of administrative services, are derived.

Additional/exceptional requests by administrative or academic units that have not been foreseen in the institution's strategic plan and in the development and operational plans of the institution's schools and services, respectively, are addressed to the Rector, who submits

a relevant recommendation to the Governing Council, in order for them to be covered, where possible, from SARF's available Treasury reserves.

The Institution's competent body (Governing Council), taking the above into account, makes a decision on the allocation or provision of annual funding, applying the relevant criteria framework on a case-by-case basis, in relation to the regular budget, SARF, Asset Utilization Company, etc.

The Governing Council's decisions are published on the Institution's webpage.

The Directorate of Financial Administration technically processes the Governing Council's decisions which concern the allocation and management of financial resources derived from the Regular Budget, and supplies QAU's information system with the relevant data, which are subsequently transmitted to NISQA for the production of relevant reports and metrics.

SARF-DUTH's FASU technically processes the Governing Council's decisions which concern the allocation and management of financial resources deriving from Research Funds, and supplies QAU's information system with the relevant data, which are subsequently transmitted to NISQA for the production of relevant reports and metrics.

DUTH's Asset Utilization and Management Company technically processes the Governing Council's decisions which concern the allocation and management of financial resources derived from the Institution's property, and supplies QAU's information system with the relevant data, which are subsequently transmitted to NISQA for the production of relevant reports and metrics.

3 SCHEDULE

The allocation and management of funds is a repetitive process, which is conducted annually.

4 RELATED DOCUMENTS

Law 4957/2022

Approved budgets, financial reports (regular budget, national development programme, etc.), financial strategy, framework of criteria for the allocation – distribution of funding, the institution's strategic plan, development and operational plans of the institution's schools and services.

5 DOCUMENTATION - RECORDS

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	RESPONSIBLE FOR MAINTENANCE

6 RESPONSIBILITIES

6.1 QAU is responsible for drafting and reviewing the present Procedure.

7 DEFINITIONS

8 WORK INSTRUCTIONS

9 FLOWCHART

