

DEMOCRITUS UNIVERSITY OF THRACE

QUALITY ASSURANCE UNIT



IQAS PROCEDURE

D-2.2 ALLOCATION AND MANAGEMENT OF
INFRASTRUCTURE



TABLE OF CONTENTS

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

1 PURPOSE

This procedure defines the manner in which the allocation and management of the Institution's infrastructure are accomplished.

2 IMPLEMENTATIONS STEPS

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

RECORDS:

DESCRIPTION:

In order to ensure DUTH's orderly operation, the allocation and management of infrastructure as well as the creation of a working environment that has a positive effect on the work of staff (students and employees), are required. The term infrastructure means teaching and research spaces, laboratories, libraries, auxiliary spaces, transportation, computer rooms, etc. The term working environment means lighting, heating, sanitary facilities, ventilation, appearance, etc.

Within the framework of IQAS implementation, DUTH develops and implements procedures and/or internal regulations regarding the management of infrastructure and the working environment of its human resources.

QAU provides annually (at a set time) the Institution's Management (Vice-Rector for Finance, Planning & Development) with the previous year's data regarding the existing infrastructure and services — 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 infrastructure and services needs for educational and research activities, as well as the funding needs for the operation of administrative services, are derived.

The Institution's Management (Vice-Rector for Finance, Planning, and Development), taking into account the above, as well as the Institution's development strategy, compiles recommendations for their supplementation, abolition, redistribution or upgrading.

The competent body, taking the above into account, decides on the allocation, redistribution, supplementation, abolition or upgrading of infrastructure and services, applying the relevant allocation criteria frameworks on a case-by-case basis (e.g. algorithms based on sq.m./person, etc.).

The competent body's decision is published on the Institution's webpage.

DUTH's Directorate of Technical Works technically processes the competent body's decisions concerning the allocation and management of the Institution's infrastructure 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, redistribution or upgrading of infrastructure and services is a procedure that can be implemented whenever deemed necessary by the circumstances throughout the year, without a specific timeframe being set.

4 RELATED DOCUMENTS

Law 4957/2022

Annual reports on infrastructure and services, the Institution's development strategy, criteria frameworks on the allocation of infrastructure and operating regulations, 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.

AUDITED DOCUMENT

- 7 **DEFINITIONS**

- 8 **WORK INSTRUCTIONS**

9 FLOWCHART

