

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

IQAS PROCEDURE
D-2.3 ALLOCATION AND MANAGEMENT OF
EQUIPMENT



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1 PURPOSE

This procedure defines the manner in which DUTH's equipment is allocated and managed. It is noted that DUTH's equipment is sourced either from research funds managed by SARF, constituting fixed assets of SARF, or from DUTH's funding managed by the Institution's Directorate for Financial Administration, constituting fixed assets of DUTH.

2 IMPLEMENTATION STEPS

2.1 Allocation of equipment by the Institution by means of the regular budget.

RESPONSIBLE: Rector, Vice Rector for Finance, Planning & Development, Strategic Planning Unit, Academic Units, QAU-DUTH

RECORDS:

DESCRIPTION:

In order to ensure DUTH's orderly operation, the unimpeded operation of the academic, research, and administrative units as well as the achievement of its goals, appropriate educational, research, and other equipment is required. The term "equipment" refers to furniture, laboratory equipment, information systems (H/W & S/W), physical security means, etc.

Within the framework of IQAS implementation, the Institution develops and implements procedures and/or internal regulations regarding the management of equipment.

QAU provides annually (at a set time) the Institution's Management with the infrastructure and services operational data — 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 the needs for the unimpeded operation of academic departments, administration services, etc., is 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 the supplementation, deletion, redistribution, or upgrading of the equipment.

The competent body, taking the above recommendations into account, makes respective decisions on the allocation, redistribution, deletion of equipment, applying the relevant allocation criteria frameworks on a case-by-case basis (e.g., available measuring devices/student, etc.). Additionally, it makes the decision for the acquisition and allocation of new equipment or its supplementation or its upgrading with the costs being borne either by the regular budget or any other sources.

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

QAU-DUTH technically processes the competent body's decisions and supplies QAU's information system with the relevant data, which are subsequently transmitted to NISQA for the production of relevant reports and metrics.

2.2 Allocation of Research Equipment through SARF-DUTH

RESPONSIBLE: Academic Units, Directors of Laboratories, Rector, Vice Rector for Finance, Planning & Development, SARF

RECORDS:

DESCRIPTION:

The procedure of allocating research equipment, which is sourced from SARF funds, follows the provisions of the SARF-DUTH Funding Guide.

2.3 Access to the Open Access Research Infrastructure (OARI)

RESPONSIBLE: Academic Units, Directors of Laboratories, Rector, Vice Rector for Finance, Planning & Development, SARF-DUTH

RECORDS:

DESCRIPTION:

OARI Equipment denotes portable or non-portable equipment that has been designated as open use equipment to all members of DUTH's Academic Community or researchers from other organizations, under the responsibility of the Director of the respective laboratory or

the Head or the Assembly of a Department and according to the provisions of the respective Regulation.

The rights and obligations of OARI Equipment providers and users are stipulated in the respective regulation (DUTH's General Regulation on Open Access).

3 SCHEDULE

The allocation, redistribution or upgrading of equipment 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 equipment 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 QUAQU is responsible for drafting and reviewing the present Procedure.

7 DEFINITIONS

8 WORK INSTRUCTIONS

9 FLOWCHART

