

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



IQAS PROCEDURE
D-3.1 APPROVAL – MONITORING – REVISION OF THE
INSTITUTIONAL STRATEGIC PLAN



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1 PURPOSE

The procedure defines the manner in which DUTH's Strategic Plan is drafted and revised.

2 IMPLEMENTATION STEPS

2.1 Assessment of the current situation – Analysis and evaluation of input data – Strategic Plan Formulation

RESPONSIBLE: Strategic Planning Unit

RECORDS: Strategic Plan Proposal, Schools' Development Plans, Proposals of the Technology Transfer, Innovation & Startup Entrepreneurship Committee, Proposals of the Research Committee, Proposals of the Students' Council, URC DUTH Development Plan Proposal, TLLC Development Plan Proposal, Equal Access Plan Proposal for Persons with Disabilities and Special Educational Needs, Digital Transformation Plan Proposal, Viable and Sustainable Development Plan Proposal, QAU-DUTH Quality Assurance Plan Proposal for the Institution

DESCRIPTION:

SPU-DUTH, in order to assess the current state of affairs in the areas of academic education and research, draws data from DUTH, HAHE and other sources as required (e.g. ELSTAT, EUROSTAT, Region of Eastern Macedonia and Thrace, etc.).

More specifically, based on the collected data, SPU-DUTH:

- analyses and evaluates the financial situation.
- explores opportunities relating to the academic, research and operational activities of the Institution, as well as the broader academic and research environment.
- assesses risks related to the operation of the Institution and the implementation of the IQAS.
- identifies and documents critical external factors (changes in the institutional framework, technological advancements, competition, scientific directions, market trends, etc.) and critical internal factors (values, culture, know-how, performance, strengths and weaknesses, etc.)

SPU-DUTH collects:

- Development Plans of Schools
- Proposals of Technology Transfer, Innovation & Startup Entrepreneurship Committee
- Proposals of the Research Committee

- Proposals of the Students' Council
- URC DUTH's Development Plan Proposal
- TLLC's Development Plan Proposal
- Equal Access Plan Proposal for Persons with Disabilities and Special Educational Needs
- Digital Transformation Plan Proposal
- Viable and Sustainable Development Plan Proposal
- QAU-DUTH Quality Assurance Plan Proposal for the Institution
- Any data deemed necessary and crucial for the preparation of the Strategic Plan proposal

and, taking into account the available funding tools, HAHE's guidelines and the legislation in force, formulates a Strategic Plan proposal for DUTH.

2.2 Consultation on the Strategic Plan Proposal

RESPONSIBLE: Strategic Planning Unit, DUTH's Management, Schools' Deaneries

RECORDS: Strategic Plan Proposal, Senate's Opinion, Deaneries' Opinion

DESCRIPTION:

The Strategic Plan proposal is submitted by SPU-DUTH to DUTH's Governing Council for approval, provided that the following have preceded it:

- SPU-DUTH forwards the Strategic Plan proposal to the Senate and Schools' Deaneries in order for them to express an opinion on the Strategic Plan proposal (regarding the part pertaining to each School). The expression of opinion of the Senate and the Schools is submitted to the Governing Council (to be taken into account during approval) and is communicated to SPU-DUTH.
- DUTH's Rector formulates a recommendation on SPU-DUTH's Strategic Plan proposal, which is submitted to the Governing Council.

2.3 Strategic Plan Approval

RESPONSIBLE: Governing Council – Rector – Strategic Planning Unit

RECORDS: Strategic Plan Proposal, Expression of opinion by the Senate, Expression of opinion by the Deaneries, Rector's recommendation, DUTH Strategic Plan

DESCRIPTION:

AUDITED DOCUMENT

The Governing Council, after taking into account the Rector's recommendation, SPU-DUTH's Strategic Plan proposal, the expression of opinion by the Senate on the Strategic Plan proposal, the expression of opinion by the Deaneries on the Strategic Plan proposal regarding matters pertaining to each School, approves DUTH's Strategic Plan Proposal.

2.4 Strategic Plan Monitoring

The monitoring of the implementation of the Strategic Plan's goals is performed through the Institution's annual goal-setting and procedure D.3.2.

2.5 Strategic Plan Review

RESPONSIBLE: Strategic Plan Unit, DUTH's Management

RECORDS:

DESCRIPTION:

The need to review the Strategic Plan may arise as a consequence of significant changes in internal and/or external factors that could affect the Institution's operation and activities, such as, indicatively, changes in the political, economic, social, technological, and natural environment and the legal framework, and/or other reasons that are analytically referred to in article 11 of the SPU-DUTH Operating Regulation.

In the event of identification of a need for reviewing the Strategic Plan:

1. a substantiated review proposal is formulated by SPU-DUTH,
2. the Rector makes a relevant recommendation, and
3. the Governing Council decides.

3 SCHEDULE

The Strategic Plan is developed with, at least, a 4-year horizon.

4 RELATED DOCUMENTS

- Law 4957/12-07-2022 as amended and in force
- HAHE Standards

5 RECORDS

CODE	TITLE	RETENTION METHOD		FREQUENCY	INVOLVED BODIES	RESPONSIBLE FOR MAINTENANCE
		DIGITAL RECORD	RETENTION PERIOD			
Output documents during the process of Strategic Plan formulation and approval						
	Strategic Plan Proposal	✓	5 years	Every 4 years/ review	SPU Rector G.C. Senate Deaneries	SPU
	Institutional Strategic Plan	✓	indefinitely	Every 4 years/ review	G.C. Senate Deaneries SPU	SPU G.C.
	Strategic Plan Implementation Report	✓	indefinitely	Every 4 years	SPU G.C. Senate Deaneries	SPU G.C.
Input documents during the process of Strategic Plan formulation and approval						
	Senate's Strategic Plan Proposal			Every 4 years	SPU Senate G.C.	SPU Senate
	Senate's Opinion on SPU's SP proposal	✓	5 years	Every 4 years/ review	SPU Senate G.C.	SPU Senate
	Deanery's Opinion on SPU's SP proposal	✓	5 years	Every 4 years/ review	SPU Deaneries G.C.	SPU Deaneries

AUDITED DOCUMENT

	Schools' Development Plans	✓	5 years		SPU G.C. Deaneries	SPU Deaneries
	Digital Transformation Plan Proposal	✓	4 years		SPU G.C. Digital Governance Committee	SPU Digital Governance Committee
	Equal Access Plan Proposal for Persons with Disabilities and Special Educational Needs		4 years		SPU Committee for Equal Access of Disabled Persons and Persons with Special Educational Needs	SPU Committee for Equal Access of Disabled Persons and Persons with Special Educational Needs
	Viable and Sustainable Development Plan Proposal		4 years		SPU Sustainable Development Committee	SPU Sustainable Development Committee
	TLLC's Development Plan Proposal		4 years		SPU TLLC Senate	SPU TLLC
	URC DUTH's Development Plan Proposal		4 years		SPU URC Senate	SPU URC
	Committee for Technology Transfer Proposals		4 years		SPU Committee for Technology Transfer	SPU Committee for Technology Transfer
	SARF's Research Committee Proposals		4 years		SPU Research Committee	SPU Research Committee

AUDITED DOCUMENT

	Students Council Proposals		4 years		SPU Students Council	SPU Students Council
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6 RESPONSIBILITIES

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

7 DEFINITIONS

There are no definitions regarding the present procedure.

8 WORK INSTRUCTIONS

9 FLOWCHART

