

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



D-3.3 PREPARATION OF THE PROGRAMMATIC
AGREEMENT OF THE INSTITUTION



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1 PURPOSE

The procedure determines the manner in which the Programmatic Planning Agreement between the Ministry of Education, Religious Affairs and Sports and DUTH is formulated, drafted, approved and monitored.

2 IMPLEMENTATION STEPS

2.1 Procedure for the formulation of a Programmatic Planning Agreement proposal

RESPONSIBLE: Strategic Planning Unit, Rector, Governing Council

RECORDS:

- National Strategic Programme for Higher Education
- HAHE-approved standard programmatic agreement template
- Approved Strategic Plan

DESCRIPTION:

The Strategic Planning Unit, taking into consideration the National Strategy for Higher Education, the HAHE-approved standard programmatic agreement template and the Institution's approved Strategic Plan, collects all necessary information and data from the academic, research and administrative units and structures of the Institution.

The Strategic Planning Unit processes and evaluates all the information and data and formulates a programmatic planning agreement proposal in accordance with the content of the HAHE approved standard template for the programming agreement and the provisions of article 15 of Law 4653/2020.

The Strategic Planning Unit's proposal is submitted to the Governing Council, following the Rector's recommendation, for its approval.

2.2 Approval procedure for the programmatic planning agreement

RESPONSIBLE: SPU-DUTH - Rector – Governing Council – HAHE Supreme Council – MINEDU

RECORDS:

- National Strategic Programme for Higher Education
- HAHE-approved standard programmatic agreement template
- Approved Strategic Plan
- SPU-DUTH's programmatic planning agreement proposal

Steps:

AUDITED DOCUMENT

The Governing Council, following a recommendation by the Rector, approves the proposal for the programmatic planning agreement.

The programmatic planning agreement, approved by the Governing Council, is submitted by the Rector to HAHE's Supreme Council by the end of January of the year preceding the one from which the next programmatic agreement enters into force.

There follow negotiations between HAHE's Supreme Council and the Institution.

The programmatic planning agreement is approved by the Minister of Education, Religious Affairs and Sports following HAHE's Supreme Council recommendation, and is then signed by the Minister and the Rector of the Institution and published in the Government Gazette.

2.3 Procedure for the revision of the programmatic planning agreement

RESPONSIBLE: SPU-DUTH, Rector, Governing Council, HAHE, MINEDU

RECORDS:

- Programmatic planning agreement
- accomplishments report for the implementation of the programmatic planning agreement
- Proposal for the revision of the programmatic planning agreement

Steps:

- 1) HAHE monitors on an annual basis and evaluates the implementation progress of the Institution's programmatic planning agreement with the Ministry of Education, Religious Affairs and Sports, and may recommend its revision to the Minister.
- 2) The contracting parties may re-examine the programmatic planning agreement and, for reasons of public interest, amend it accordingly, when deemed necessary.
- 3) Should a need for revision of the programmatic planning agreement be identified, SPU-DUTH formulates a proposal for the revision of the agreement, the Rector recommends the revision proposal to the Governing Council, and the steps of the approval procedure (2.2) are then followed.

2.4 Monitoring procedure for the implementation of the programmatic planning agreement

RESPONSIBLE: SPU-DUTH - Rector – DUTH Governing Council – HAHE Supreme Council – MINEDU

RECORDS:

- Approved programmatic planning agreement of the Institution
- Annual programmatic planning agreement implementation accomplishments report

DESCRIPTION:

Steps:

1. SPU-DUTH, in collaboration with HAHE, monitors annually and evaluates the progress of execution and implementation of the programmatic planning agreement.
2. SPU-DUTH prepares an annual accomplishments report on the implementation of the programmatic planning agreement, which, following a recommendation by the Rector, is submitted to the Governing Council.
3. The programmatic planning agreement implementation accomplishments report approved by the Governing Council is published on the Institution's webpage and submitted to HAHE and the Minister of Education, Religious Affairs and Sports no later than the end of April of the following year.
4. The annual programmatic agreement implementation accomplishments report approval procedure is completed within three (3) months of its submission. If this deadline passes without action, the report shall be deemed to have been approved.

3 PROCEDURE TIMELINES

3.1 Timeline for the formulation and approval of the programmatic planning agreement

The programmatic planning agreement formulation and approval procedure is carried out **every four years**.

By the end of January of the year preceding the commencement of the next programmatic agreement, the Rector submits the programmatic planning agreement proposal, approved by the Governing Council, to HAHE's Supreme Council.

3.2 Timeline for the revision of the programmatic planning agreement

Whenever deemed necessary by the contracting parties for reasons of public interest

AUDITED DOCUMENT

Whenever HAHE recommends the revision of the programmatic planning agreement to the Minister of Education, Religious Affairs and Sports.

3.3 Timeline for monitoring the implementation of the programmatic planning agreement

The procedure for monitoring the implementation of the programmatic planning agreement is carried out **annually**.

SPU-DUTH formulates an annual implementation accomplishments report and submits it to the Governing Council, following the Rector's recommendation, for approval.

By April of the following year, the annual programmatic agreement implementation accomplishments report, approved by the Governing Council, is submitted to HAHE and the Minister of Education, Religious Affairs and Sports.

The approval procedure of the accomplishments report by the Minister of Education, Religious Affairs and Sports is completed within three (3) months of its submission. If this deadline passes without action, the report shall be deemed to have been approved.

4 RELATED DOCUMENTS

- Articles 14, 15 and 16 of Law 4653/2020, as amended and in force
- National Strategic Programme for Higher Education
- HAHE programmatic agreement template standard
- Institution's approved Strategic Plan
- SPU-DUTH programmatic planning agreement proposal

5 RECORDS

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	FREQUENCY	INVOLVED BODIES	RESPONSIBLE FOR MAINTENANCE
Output documents during the procedure of the formulation/approval/revision/monitoring of the programmatic planning agreement proposal						
	Programmatic Planning Agreement Proposal	✓	5 years	Every 4 years/ revision	SPU Rector Governing Council	SPU Governing Council
	Programmatic planning agreement revision proposal	✓	5 years		SPU Rector	SPU Governing Council

AUDITED DOCUMENT

				Whenever deemed necessary	Governing Council HAHE MINEDU	
	Accomplishments report on the implementation of the programmatic planning agreement	✓	5 years	Annually	SPU G.C. HAHE MINEDU Minister	SPU Governing Council
Input documents for the procedure of the formulation/approval/revision/monitoring of the programmatic planning agreement proposal						
	National Strategic Programme for Higher Education	✓		4 years	SPU Rector G.C.	SPU
	Institutional Strategic Plan			4 years	SPU-DUTH G.C.	SPU-DUTH G.C.
	Annual goal-setting of the Institution			Annually	SPU Rector G.C. Senate Deaneries	SPU-DUTH G.C.
	Annual goal-setting implementation accomplishments report of the Institution			Annually	SPU Rector G.C. Senate Deaneries	SPU-DUTH G.C.

6 RESPONSIBILITIES

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

7 DEFINITIONS

There are no definitions regarding the present procedure.

8 WORK INSTRUCTIONS

9 FLOWCHART

