

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



IQAS PROCEDURE
D-5.4 PREPARATION OF THE INSTITUTIONAL
PERFORMANCE EVALUATION REPORT



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1 PURPOSE

This Procedure defines the manner in which the Institutional Performance Evaluation Report is prepared.

2 IMPLEMENTATION STEPS

2.1 Report Preparation

RESPONSIBLE: QAU-DUTH, HAHE, Academic & Administrative Units

RECORDS: Performance Evaluation Report

DESCRIPTION:

QAU-DUTH receives from the HAHE the templates to be completed in accordance with the legislative and regulatory framework, as well as the deadline for their submission.

It forwards the above to the academic and administrative units of DUTH, from which data and supporting documentation for the report's achievement indicators are expected.

The units complete the indicators and other relevant data and submit them to the QAU-DUTH.

Subsequently, a meeting of the QAU-DUTH is held, during which the Report is finalized and submitted to the Senate for approval and the selection of the two sections.

Following the Senate's approval, the Rector submits the Report to HAHE, which assesses its accuracy and completeness and may request additional clarifying information from QAU-DUTH where deemed necessary.

Following HAHE's conclusion of its verification of completeness, the Report is finalized and HAHE proceeds with further actions in accordance with the applicable legislation.

3 SCHEDULE

In accordance with the provisions of HAHE and the legislative framework.

4 RELATED DOCUMENTS

Ministerial Decision No. 38124/Z1/31-03-2023 (Government Gazette 2128, Series B) Articles 16 of Law 4653/2020 and 215 of Law 4957/2022 (Government Gazette 141, Series A, 21 July 2022)

5 DOCUMENTATION – RECORDS

| CODE | TITLE | RECORD-KEEPING METHOD | | RETENTION PERIOD | RESPONSIBLE FOR MAINTENANCE |
|-------|--------------------------------------|-----------------------|---------|------------------|-----------------------------|
| | | HARD COPY | DIGITAL | | |
| _____ | Annual Performance Evaluation Report | | ✓ | Indefinitely | QAU-DUTh |
| _____ | | | | | |

6 RESPONSIBILITIES

6.1 QAU-DUTh is responsible for drafting and revising the present Procedure.

7 DEFINITIONS

8 WORK INSTRUCTIONS

9 FLOWCHART

