

DEMOCRITUS UNIVERSITY OF THRACE  
QUALITY ASSURANCE UNIT



IQAS PROCEDURE  
D-5.5 UPDATING INTERNATIONAL RANKING TABLES



TABLE OF CONTENTS

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

## 1 PURPOSE

The purpose of this procedure is to describe how data are submitted by the QAU-DUTH to various international organizations that publish annual university rankings.

## 2 IMPLEMENTATION STEPS

RESPONSIBLE: QAU-DUTH

RECORD:

DESCRIPTION:

QAU-DUTH monitors major international organisations that publish university rankings. It reviews their methodologies and ranking criteria and undertakes the necessary actions, where required, to obtain access to their portals in order to submit data.

Upon receiving notification that the data submission period in the portal of an international ranking organisation has commenced, QAU-DUTH proceeds with the collection of the necessary data from its Information System as well as from the Departmental Secretariats and other services of DUTH, in case such data cannot be directly retrieved from its Information System.

Following processing, the data are entered into the portal and submitted to ensure that DUTH is included in the relevant ranking to be compiled by the respective organisation.

A validity check of the data is carried out by the organization, and clarifications may be requested by email on specific entries.

Upon completion of the review, the respective organisation proceeds with the publication of the ranking on its website.

QAU-DUTH monitors, throughout the year, all international organisations that publish rankings and updates its website with information concerning DUTH's position in these tables.

These data are also used in the review of Process 1.

### **3 SCHEDULE**

The data collection process and its submission to the international ranking organizations' portals is carried out on an annual basis, in accordance with the requirements set by the international ranking organizations.

### **4 RELATED DOCUMENTS**

### **5 DOCUMENTATION - RECORDS**

### **6 RESPONSIBILITIES**

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

### **7 DEFINITIONS**

There are no definitions regarding the present procedure.

### **8 WORK INSTRUCTIONS**

9 FLOWCHART

