

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

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ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ

IQAS PROCEDURE

D-6.1 PUBLICATION OF INFORMATION



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1 PURPOSE

The procedure defines the manner of creating, maintaining, updating and evaluating websites, web applications and other information media of the Institution, so as to meet the requirement of immediate, accessible, up-to-date and objectively and clearly formulated information for all interested parties.

2 IMPLEMENTATION STEPS

2.1 Selection of material to be published

RESPONSIBLE: QAU-DUTH

RECORDS:

DESCRIPTION:

QAU-DUTH prepares a list of material to be published on its webpage and on the webpage of the Institution.

The material to be published may concern:

- Data on the structure, organization & operation of the IQAS
- The Quality Policy & goals of the Institution
- The Institution's Strategic Planning
- Information & data regarding the internal and external evaluation and Accreditation processes

The competent Vice-Rector, in collaboration with QAU-DUTH, informs the academic and administrative units of their responsibility for the creation, maintenance and updating of their respective websites, along with the relevant material to be published.

2.2 Communication of Information

RESPONSIBLE: Academic & Administrative Units, QAU-DUTH

RECORDS:

DESCRIPTION:

The academic and administrative units:

- assign the task to specific individuals, whom they notify to the competent Vice-Rector and QAU-DUTH.
- compile a list of material to be published, which they submit to the competent Vice-Rector for approval.

QAU-DUTH in the context of the internal evaluation process, assesses:

- a. the adequacy, clarity, objectivity and accessibility of information provided on the Institution's websites.
- b. the adequacy of public information regarding educational activities and specifically the operation of Study Programmes and on the general activities of the Institution.
- c. proceeds to the drafting of improvement proposals.

3 SCHEDULE

On an ongoing basis

4 RELATED DOCUMENTS

- Webpages of the Institution and of academic and operational units,
- Press Releases,
- Legal & Regulatory framework.

5 DOCUMENTATION - RECORDS

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	RESPONSIBLE FOR MAINTENANCE

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

