

DEMOCRITUS UNIVERISTY OF THRACE  
QUALITY ASSURANCE UNIT



IQAS PROCEDURE  
D-7.1 PREPARATION FOR EXTERNAL EVALUATION



TABLE OF CONTENTS

1	PURPOSE.....	3
2	IMPLEMENTATION STEPS.....	3
3	TIMELINE.....	4
4	RELATED DOCUMENTS.....	4
5	DOCUMENTATION – RECORDS .....	5
6	RESPONSIBILITIES .....	5
7	EXPLANATORY NOTES.....	5
8	WORK INSTRUCTIONS.....	5
9	FLOWCHART.....	6

## **1 PURPOSE**

This procedure defines the manner in which the Quality Assurance Unit of Democritus University of Thrace (QAU-DUTH) organizes and prepares the Institution, as well as its academic and other units, prior to the external evaluation/accreditation process.

## **2 IMPLEMENTATION STEPS**

### **2.1 Call for External Review**

RESPONSIBLE: QAU-DUTH, HAHE

RECORDS:

DESCRIPTION:

QAU-DUTH is responsible for processing the public call issued by the Hellenic Authority for Higher Education (HAHE), with the aim of organizing and preparing the Institution and its academic and other units for the submission of accreditation proposal(s).

QAU-DUTH participates in relevant briefings organized by HAHE and communicates with the Authority regarding the implementation of its guidelines.

### **2.2 Organization / Preparation of the Evaluation**

RESPONSIBLE: QAU-DUTH

RECORDS:

DESCRIPTION:

Within the framework of the preparation for the external evaluation/accreditation of the Institution, QAU-DUTH organizes the relevant working meetings with the academic and administrative units in order to plan and allocate the required tasks.

QAU-DUTH sends an internal invitation to the academic and administrative units requesting the collection and submission of the required reports and supporting materials within a specific timetable.

The units subject to evaluation/accreditation prepare the relevant documentation file in accordance with the guidelines provided by QAU-DUTH and HAHE and submit it to QAU-DUTH.

In the case of re-accreditation of the Internal Quality Assurance System (IQAS), Study Programmes (SPs), or any other unit, the preparation of the accreditation file is completed and submitted to HAHE in a timely manner so that the external evaluation/accreditation process can be scheduled and implemented before the expiry of the five-year period.

### **2.3 Review and Submission of the Evaluation Proposal File**

RESPONSIBLE: QAU-DUTH

RECORDS:

DESCRIPTION:

Following the relevant review, QAU-DUTH approves the proposal file for the external evaluation/accreditation of the Study Programmes or the IQAS and submits it to HAHE in accordance with its guidelines.

In the event that HAHE indicates potential corrections to the evaluation proposal file, QAU-DUTH undertakes their implementation in cooperation with the relevant units of the Institution.

Where deemed necessary, Procedure D.4.3 'Corrective Actions' is applied in order to prevent similar errors or omissions in the future.

## **3 TIMELINE**

External evaluation is a periodically recurring process, and its periodicity is determined by HAHE.

## **4 RELATED DOCUMENTS**

- HAHE call for submission of accreditation proposals for the IQAS or Study Programmes or any other unit.

- Accreditation proposal of the Institution for the IQAS or Study Programmes or any other unit, based on the respective template/model provided by HAHE.

## 5 DOCUMENTATION – RECORDS

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	RESPONSIBLE UNIT
	Correspondence with HAHE & University Departments	✓	1 year	QAU-DUTh
	Accreditation File	✓	Indefinitely	QAU-DUTh
<b>E.4.3-01</b>	Corrective Actions	✓	Indefinitely	QAU-DUTh

## 6 RESPONSIBILITIES

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

## 7 EXPLANATORY NOTES

There are no explanatory notes in the present procedure.

## 8 WORK INSTRUCTIONS

9 FLOWCHART

