

DEMOCRITUS UNIVERSITY OF THRACE  
QUALITY ASSURANCE UNIT



IQAS PROCEDURE  
D-8.1 DESIGN AND ESTABLISHMENT OF STUDY  
PROGRAMMES



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## **1 PURPOSE**

The purpose of this procedure is to describe the manner in which Undergraduate, Postgraduate and Doctoral Study Programmes, as well as foreign-language Study Programmes, are established.

## **2 IMPLEMENTATION STEPS**

### **2.1 Investigation of the Feasibility of Establishing a New Study Programme**

RESPONSIBLE: Administration of the Academic Unit

RECORDS:

DESCRIPTION:

The Academic Unit prepares a feasibility and sustainability study for the establishment of a new Study Programme, taking into account:

- the strategic planning of the Institution
- the development plan of the School
- proposals or recommendations from social partners, students and graduates
- local, national and international developments
- developments in the relevant scientific field and research
- similar Study Programmes in Greece and abroad
- the infrastructure and equipment of the Academic Unit within which the Study Programme will be established
- the human and financial resources available to the Academic Unit within which the new Study Programme will be established.

Within the framework of designing a new Study Programme, the Academic Unit prepares the Establishment Proposal, including the necessary documentation required by the applicable legislation and the internal regulations of DUTh.

The Establishment Proposal is approved by the competent body, as applicable, and is forwarded to the Directorate of Academic Affairs.

### **2.2 Review of Completeness and Legality of the Study Programme Establishment Proposal**

RESPONSIBLE: Directorate of Academic Affairs

RECORDS:

DESCRIPTION:

The Directorate of Academic Affairs performs a review of the completeness and legality of the submitted proposal.

If there are elements in the establishment file of the new Study Programme that are not sufficiently documented, the Directorate of Academic Affairs:

- a. communicates with the Academic Department and requests clarifications, or
- b. requests additional documentation and resubmission of the relevant documents from the Academic Department, or
- c. returns the documents to the Academic Department in case of significant deficiencies so that the process can be repeated.

After completing the review, the Directorate of Academic Affairs informs the Academic Unit and notifies the Quality Assurance Unit (QAU).

### **2.3 Decision on the Approval of the Study Programme**

RESPONSIBLE: Senate, Undergraduate Studies Committee, Postgraduate Studies Committee

RECORDS:

DESCRIPTION:

Following completion of the completeness and legality review by the Directorate of Academic Affairs, the Academic Unit submits the complete file to the Postgraduate Studies Committee in the case of a new Postgraduate Programme or Doctoral Programme, or to the Undergraduate Studies Committee in the case of an Undergraduate Programme, with notification to the Directorate of Academic Affairs.

The Postgraduate or Undergraduate Studies Committee (depending on the Study Programme):

- a. if the submitted file is complete, submits its opinion to the Senate regarding the establishment of the new Study Programme and forwards the proposal file, or

b. if certain elements are not sufficiently documented, returns the file to the Academic Unit with notification to the Directorate of Academic Affairs.

The Senate decides whether to approve the establishment of the new Study Programme and its accompanying documentation.

If the proposal is rejected, the procedure is repeated.

If the Senate approves the establishment of the new Study Programme, the relevant decision is communicated to:

- the Directorate of Academic Affairs
- QAU
- the Academic Unit.

#### **2.4 Preparation and Initial Accreditation of the Study Programme**

RESPONSIBLE: QAU

RECORDS:

DESCRIPTION:

Following the issuance of the Senate decision, the Academic Unit (the Head of Department, the Internal Evaluation Group – IEG, or the Director of the Postgraduate Programme) prepares the Initial Accreditation File in accordance with the relevant HAHE template, with the support of QAU.

Procedure 7.1 is followed and subsequently Procedure 7.2.

#### **2.5 Establishment and Operation of the Study Programme**

RESPONSIBLE: Academic Departments, Senate, HAHE, Ministry of Education

RECORDS:

DESCRIPTION:

Following the successful completion of the accreditation process, the decision of the HAHE Council is communicated to the Ministry of Education and to the Institution, and the establishment of the Study Programme is finalized in accordance with the applicable legislation.

### **3 TIMELINE**

There is no specific timeline.

### **4 RELATED DOCUMENTS**

### **5 DOCUMENTATION – RECORDS**

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	RESPONSIBLE UNIT

### **6 RESPONSIBILITIES**

6.1 QAU 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**

