

DEMOCRITUS UNIVERSITY OF THRACE

QUALITY ASSURANCE UNIT



ΔΗΜΟΚΡΕΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

IQAS PROCEDURE

D-8.2 MODIFICATION OF STUDY PROGRAMMES



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1 PURPOSE

The purpose of this procedure is to describe the manner in which modifications of Undergraduate, Postgraduate, and Doctoral Study Programmes are carried out.

2 IMPLEMENTATION STEPS

2.1 Collection of Proposals / Recommendations for the Modification of Study Programmes

RESPONSIBLE: Study Programme Committee, competent body for Postgraduate Programmes

RECORDS: E.8.2-01

DESCRIPTION:

QAU-DUTH sets a specific deadline for the submission of requests concerning modifications to Study Programmes and informs the Academic Departments accordingly so that they ensure the timely submission of the requests together with the relevant supporting documentation by the competent bodies.

The Study Programme Committee for Undergraduate Study Programmes or the competent body for Postgraduate Study Programmes collects proposals or recommendations for modifications to the Study Programme.

For accredited Study Programmes, possible modifications may concern:

- recommendations made by the evaluation committee during accreditation,
- changes resulting from amendments in legislation or requirements imposed by the Ministry of Education or other bodies applicable horizontally to all Higher Education Institutions.

However, minor modifications may also be implemented (e.g., addition of an elective course, minor change in teaching hours, etc.), provided that appropriate documentation is submitted. Such documentation may indicatively be based on:

- results of investigations conducted by working groups within the Department or by invited experts in the field of the Study Programme
- course evaluation results

- reports from the most recent internal evaluation
- reports from the most recent external evaluation/accreditation of Undergraduate/Postgraduate/Doctoral Study Programmes
- similar Study Programmes in Greece and abroad
- international trends in scientific literature, etc.

Subsequently, the Study Programme Committee for Undergraduate Study Programmes or the competent body for Postgraduate Study Programmes compiles the data and prepares a relevant proposal using Form E.8.2-01, which is submitted for approval to the Department General Assembly or to the competent body in the case of Postgraduate Programmes.

The Department General Assembly or the competent body forwards the decision regarding the modification of the Study Programme to QAU-DUTH within the deadline set by QAU-DUTH.

2.2 Recommendation of QAU-DUTH

RESPONSIBLE: QAU-DUTH

RECORDS: E.8.2-02 and E.8.2-03

DESCRIPTION:

QAU-DUTH:

- examines the proposed modification during the relevant meeting of QAU-DUTH
- studies the decision of the competent body and particularly the accompanying proposal with the documentation supporting the proposed changes
- carefully examines the appropriateness and necessity of the proposed changes as well as the existence of clear justification
- prepares a documented recommendation regarding the modifications using Forms E.8.2-02 and E.8.2-03.

If there are elements in the Department's proposal for modification of the Study Programme that are not sufficiently documented, QAU-DUTH may:

- communicate with the Academic Department and request clarifications, or
- request additional documentation and resubmission of the request following a relevant decision of the Academic Department, or
- approve the modification of the Study Programme under specific conditions explicitly stated in its decision, or
- reject the Department's request.

2.3 Implementation of the Study Programme Modification

RESPONSIBLE: Academic Departments, Senate

RECORDS:

DESCRIPTION:

The Senate issues the final decision approving the modification of the Study Programme based on the recommendation of QAU-DUTH.

The Academic Departments are committed to implementing the modified Study Programmes starting from the next academic year.

3 TIMELINE

At the end of the academic year.

4 RELATED DOCUMENTS

- Internal guidelines of QAU -DUTH addressed to Academic Departments.

5 DOCUMENTATION – RECORDS

| CODE | TITLE | DIGITAL RECORD | RETENTION PERIOD | RESPONSIBLE UNIT |
|----------|------------------------------------------------|----------------|------------------|------------------|
| E.8.2-01 | Study Programme Modification Proposal Template | ✓ | Indefinitely | QAU-DUTH |

| | | | | |
|----------|----------------------------------------------------------|---|--------------|----------|
| E.8.2-02 | Study Programme Modification Completeness Check Template | ✓ | Indefinitely | QAU-DUTH |
| E.8.2-03 | QAU Recommendation Template | ✓ | 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

