

DEMOCRITUS UNIVERSITY OF THRACE

QUALITY ASSURANCE UNIT

IQAS PROCESS

P.9 IQAS STRUCTURE - ORGANISATION



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ

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1 SCOPE OF THE PROCESS

1.1 The objective of this process is to establish the rules governing the structure of the Internal Quality Assurance System (IQAS) and the format of the documents (procedures, forms, etc.) that constitute it.

1.2 This process is informational in nature and must be followed not only by the Quality Assurance Unit (QAU-DUTH) but also by all parties involved in drafting IQAS documents at DUTH.

2 PROCESS INPUT DATA

Input data are indicatively considered to be:

- HAHE standards.
- International Best Practices that refer to the development of quality systems.
- Improvement recommendations that resulted from the application of IQAS processes.
- IQAS review results.

3 PROCESS OUTPUT DATA

Output data are considered the form and layout of IQAS documents as well as its structure.

4 PROCESS PROCEDURES

Process D.9.1: Structure – Organisation – Operation of IQAS

5 PROCESS PERFORMANCE INDICATORS

- Number of new documents added to the IQAS
- Number of documents replaced or removed from the IQAS
- Number of modified IQAS processes
- Number of new processes added in the IQAS
- Number of modified IQAS procedures
- Number of new procedures added in the IQAS

6 PROCESS MONITORING METHODS

- Through the review of the IQAS by the Management.

- Through the internal evaluation of the IQAS.
- By measuring the process's performance indicators.

7 PROCESS IMPROVEMENT ACTIONS

- Review of the relative process in the Institution's Quality Manual.
- Improvement of the process's procedures, by means of the IQAS internal evaluation.