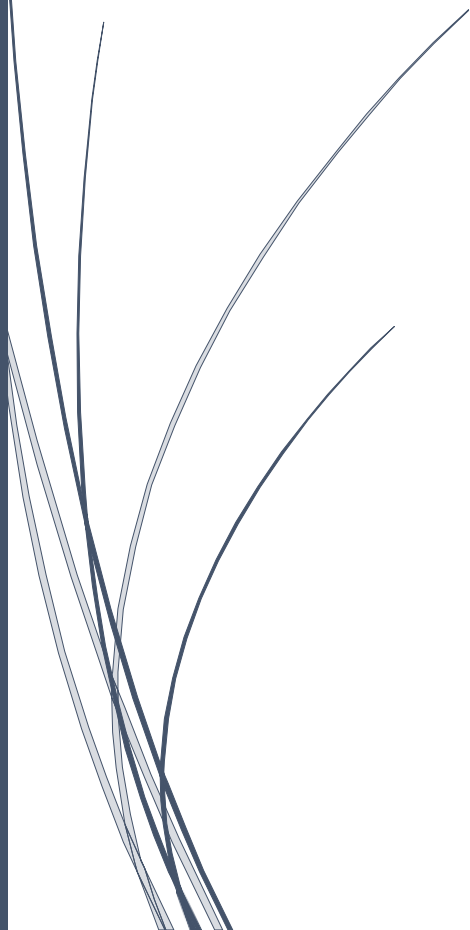




**TRAINING AND LIFELONG
LEARNING CENTER
(K.E.DI.VI.M.)**

UNIVERSITY OF WEST ATTICA

Internal Operating Regulations



Contents

CHAPTER A. INSTITUTIONAL ISSUES	3
ARTICLE 1. GENERAL PROVISIONS	3
ARTICLE 2. PURPOSE OF THE TRAINING AND LIFELONG LEARNING CENTER OF THE UNIVERSITY OF WEST ATTICA	4
CHAPTER B	5
ARTICLE 3. ADMINISTRATIVE BODIES	5
ARTICLE 4. RESPONSIBILITIES OF THE COUNCIL OF THE CENTER	5
ARTICLE 5. RESPONSIBILITIES OF THE PRESIDENT OF THE COUNCIL	6
ARTICLE 6. THE DIRECTOR OF TRAINING OF THE CENTER	7
ARTICLE 7. SCIENTIFIC AND ACADEMIC SUPERVISORS OF THE PROGRAMS	7
CHAPTER C. ADMINISTRATIVE SUPPORT AND INFRASTRUCTURE	8
ARTICLE 8. SECRETARIAT SUPPORT OF THE CENTER	8
CHAPTER D. SUBMISSION, APPROVAL, MONITORING, AND EVALUATION OF PROGRAMS	9
ARTICLE 9. SUBMISSION AND APPROVAL PROCESS	9
ARTICLE 10. COLLABORATION WITH OTHER ENTITIES	10
ARTICLE 11. MONITORING OF ORGANIZATION AND EVALUATION OF K.E.DI.VI.M. PROGRAMS	11
ARTICLE 12. PROMOTION AND PUBLICITY OF K.E.DI.VI.M. PROGRAMS	11
CHAPTER E. EDUCATION AND CERTIFICATION	12
ARTICLE 13. FORMS OF PROGRAM IMPLEMENTATION	12
ARTICLE 14. CERTIFICATES AND PROGRAM CERTIFICATIONS – QUALIFICATION CERTIFICATION	12
CHAPTER F. TRAINEES	13
ARTICLE 15. RIGHTS AND RESPONSIBILITIES OF TRAINEES – PROCEDURE AND REQUIREMENTS FOR ENROLLMENT IN AND PARTICIPATION IN K.E.DI.VI.M. PROGRAMS – OTHER MATTERS CONCERNING TRAINEES	13
ARTICLE 16. LEARNER REGISTRY	15
CHAPTER G. TRAINERS	15
ARTICLE 17. TRAINERS OF THE CENTER - SELECTION OF TRAINERS - RIGHTS AND OBLIGATIONS OF TRAINERS - OTHER ISSUES REGARDING TRAINERS	15
ARTICLE 18. TRAINERS' REGISTRY	16
CHAPTER H. RESOURCES AND MANAGEMENT BODIES	17
ARTICLE 19. RESOURCES AND REVENUES OF THE CENTER	17
ARTICLE 20. FINANCIAL MANAGEMENT	18
CHAPTER I. EVALUATION	18
ARTICLE 21. EVALUATION OF THE CENTER	18
CHAPTER IX. DISCIPLINARY MATTERS	18
ARTICLE 22. SANCTIONS	18
CHAPTER X. REGULATING THE RELATIONS BETWEEN K.E.DI.VI.M. AND THE UNIVERSITY	19
ARTICLE 23. ORGANIZATIONAL RELATIONSHIPS OF THE CENTER WITH THE UNIVERSITY	19
ARTICLE 24. ALLOCATION OF SPACES	19
ARTICLE 25. USE OF EQUIPMENT	19
ARTICLE 26. REPEALED PROVISIONS	19
ARTICLE 27. COMMENCEMENT OF EFFECT	19

INTERNAL OPERATING REGULATIONS

OF TRAINING AND LIFELONG LEARNING CENTER (K.E.DI.VI.M.)

OF THE UNIVERSITY OF WEST ATTICA

Chapter A. INSTITUTIONAL ISSUES

Article 1. General Provisions

1. The Training and Lifelong Learning Center (K.E.DI.VI.M.) of the University of West Attica was established by the Ministerial Decision number 105352/Z1/22-06-2018 (Official Gazette 2880/19-07-2018, B’).
2. The organization and development of actions falling under the purpose of K.E.DI.VI.M., as specified in Article 2, cannot be developed separately by the university’s staff or other structures, unless explicitly provided by law. Therefore, the provision of any non-formal education, training, or lifelong learning program, whether in-person or online, excluding programs organized under special provisions, such as Article 99 of Law 4957/2022 and paragraph 3 of Article 5 of Law 4250/2014, is exclusively provided through K.E.DI.VI.M.
3. K.E.DI.VI.M. of the University of West Attica (U.W.A.) is an independent academic unit of the institution with distinct administrative bodies from those of the university.
4. K.E.DI.VI.M. is supported administratively by a Secretariat at the level specified by the University's Organization. The Center has its own circular seal, which is placed on all its documents. The seal includes the name "University of West Attica - Training & Lifelong Learning Center."
5. These Regulations govern the organization and operation of the Center, as provided in Articles 112 to 123, particularly Article 119 of Law 4957/2022. The provisions of the Law supersede those of these Regulations in the event of any conflict or specific elaboration of a matter. If the regulatory framework governing the funding entity or a specific co-funded project requires deviation from the provisions of these Regulations, especially regarding funding terms and implementation, the specific provisions apply.
6. The Regulations complement the current procedures for financial and administrative management of the University’s E.L.K.E.
7. K.E.DI.VI.M., as a unit of the University of West Attica, is subject to the supervision of the University's Senate, as well as the Ministry of Education and Religious Affairs. The structure, governing bodies, and operational methods of K.E.DI.VI.M. are described in these Operating Regulations.
8. K.E.DI.VI.M. operates with full transparency, which is only restricted by legal regulations on personal data and in accordance with non-discrimination policies.
9. The meetings of K.E.DI.VI.M. Board are held in accordance with the Internal Operating Regulations of the University of West Attica and other related regulations of the University’s relevant bodies, as well as the provisions of Law 4957/2022 and any applicable university legislation, supplemented by provisions of the Administrative Procedure Code regarding the operation of collective bodies and committees.
10. K.E.DI.VI.M. of the University of West Attica must maintain a website on the institution's unified domain (url), which includes all the educational programs of the Center and project details. Program Directors may maintain individual webpages hosted on the University’s unified domain.
11. K.E.DI.VI.M. of UNIWA is exclusively governed by the relevant provisions of Law 4957/2022, automatically entering the Training & Lifelong Learning Centers Registry (K.E.DI.VI.M.) under paragraph (a) of paragraph 1 of Article 61 of Law 4763/2020 and is exempted from the application of Articles 52-62, 65, and 66 of Law 4763/2020, except for the requirement to update the information system by June 30 each year, as per Article 63 of the same law.
12. K.E.DI.VI.M. of UNIWA is evaluated and certified periodically by the National Authority for Higher Education every five years, according to special criteria and indicators for quality assurance in the programs it offers. It is also evaluated according to the Internal Quality Assurance System (I.Q.A.S.) of UNIWA
13. The programs of K.E.DI.VI.M. are aimed at professionals, young scientists, graduates, students, high school



graduates, workers, and unemployed citizens.

Article 2. Purpose of the Training and Lifelong Learning Center of the University of West Attica

1. The purpose of the Training and Lifelong Learning Center (K.E.DI.VI.M.) of the University of West Attica is to organize all types of educational and training programs that are not related to formal education.

Specifically, the actions of K.E.DI.VI.M. (Center for Training and Lifelong Learning) of the University of West Attica are defined as follows:

- a. the organization, development, and provision of training programs, non-formal education, continuing vocational training, re-skilling, upskilling, general adult education, counseling, career guidance, and generally lifelong learning programs for students and graduates of Higher Education Institutions (HEIs), as well as for the general public,
 - b. the provision of modern knowledge and skills based on the advancement of science, technology, and the economy, and the changes brought about by new professions and specialties in the structure of employment,
 - c. the enhancement of adult education and training based on educational goals and the achievement of specific learning outcomes, in accordance with European and international standards,
 - d. the organization, development, and provision of programs in the form of winter and summer schools,
 - e. the organization of workshops, conferences, and seminars on topics related to the activities of the Center,
 - f. the development and production of printed and digital educational material,
 - g. the conclusion of contracts to organize and implement training programs for employees of public or private sector organizations,
 - h. the preparation of studies and opinions on topics related to the activities of K.E.DI.VI.M.,
 - i. the monitoring of developments in the field of lifelong learning, related European and national policies, institutional changes and regulations, and the formulation of proposals for educational policy and the development of lifelong learning,
 - j. the conclusion of program agreements related to the Center's activities,
 - k. cooperation with K.E.DI.VI.M. of other HEIs, foreign universities, research and technological bodies under Article 13A of Law 4310/2014 (A' 258), and other research and technological entities for the development of educational actions.
2. All activities of K.E.DI.VI.M. are subject to national and European management and transparency rules, as defined at any given time. Additionally, the Center promotes:
 - a. Providing access opportunities for all to lifelong learning opportunities, including targeted actions for additional education or updating the knowledge and skills of disadvantaged citizens and immigrants, as a means to facilitate their social inclusion
 - b. Fostering environmental awareness,
 - c. Promoting health and safety protection systems for workers,
 - d. The necessity of research, especially applied research, as an element of development,
 - e. Promoting the use of information systems and the latest technologies,
 - f. Fostering a spirit of innovation and entrepreneurship,
 - g. Promoting outward orientation as means for the transfer of know-how and technology, as well as a way to achieve development.



Chapter B

Article 3. Administrative Bodies

1. The administrative bodies of the Center for Training and Lifelong Learning (K.E.DI.VI.M.) are defined as:
 - a. The Council of K.E.DI.VI.M.,
 - b. The President of the Council of K.E.DI.VI.M.
2. By decision of the Senate, the Council of K.E.DI.VI.M. is formed, consisting of the Rector or one of the Vice-Rectors, to whom the area of lifelong learning is assigned, as its President, and one representative from each Faculty of the University of West Attica (UNIWA), following a proposal by the Faculty Dean to the Senate.
3. The members of the Council of K.E.DI.VI.M. are appointed from the Teaching and Research Personnel (D.E.P.) of the University, preferably at the level of Professor or Associate Professor, who preferably have educational experience, as well as experience in organizing and delivering lifelong education and training programs, and in designing, managing, and administering projects. The members of the Council represent, as much as possible, the scientific fields covered by the University, with each Faculty of the University being represented by one regular and one alternate member of the Council. The term of office of the members of the Council of K.E.DI.VI.M. is three years. The Dean makes a reasoned proposal following an invitation for nominations addressed by the Dean to the members of the relevant Faculty. The invitation sets the time for submitting nominations, which must be accompanied by a brief curriculum vitae.
4. The Council meets regularly upon invitation from the President, and decisions require a majority of the attending members. In case of a tie, the vote of the President prevails.
5. A Director of Education is appointed by the Senate, following a public invitation to the academic community of UNIWA., initiated by the Rector of UNIWA and according to the specific provisions in Article 6. The Director of Education participates in the Council of K.E.DI.VI.M. without voting rights.

Article 4. Responsibilities of the Council of the Center

1. The Council of the Center for Training and Lifelong Learning (K.E.DI.VI.M.) has the responsibilities described in Article 115 of Law 4957/2022. Specifically:
 - a. It shapes the policy of K.E.DI.VI.M. for the development of training projects and programs, continuing education, training, and generally lifelong learning according to the strategic plan of the University of West Attica (UNIWA).
 - b. It evaluates and approves requests for the establishment of new educational and training programs of K.E.DI.VI.M., as per Article 121, forwards them to the Ministry of Education and Religious Affairs and the National Authority for Higher Education (ETH.A.A.E.), and communicates the relevant decisions to the University Senate and the University Board of Directors.
 - c. It forms expert committees to improve the quality, accessibility, and effectiveness of K.E.DI.VI.M.'s programs and to link them to labor market needs.
 - d. It supervises the operation of educational programs in training, continuing education, skill development, and generally lifelong learning.
 - e. It provides an opinion to the Senate on the five-year developmental planning of K.E.DI.VI.M. and prepares an annual action plan, which is communicated to the Senate and the University Board of Directors.
 - f. It proposes to the Senate the development of the Internal Operating Regulations of K.E.DI.VI.M. and the organizational structure of its services.
 - g. It assigns the development of studies and research related to K.E.DI.VI.M.'s responsibilities or makes proposals on specialized issues within its scope.
 - h. It determines the internal evaluation process for K.E.DI.VI.M. programs, according to the quality

- standards of ETH.A.A.E. and the specific guidelines of the Quality Assurance Unit (MODIP).
- i. It periodically evaluates K.E.DI.VI.M. educational programs, their accessibility, sustainability, and relevance.
 - j. It proposes to the management of the Special Research Fund (ELKE) issues regarding the management of educational programs as ELKE projects and cooperation between ELKE and K.E.DI.VI.M., as well as collaboration with the University's Property Utilization and Management Company.
 - k. It organizes workshops, conferences, and seminars for K.E.DI.VI.M.
 - l. It proposes the retention percentage of the program revenues managed by K.E.DI.VI.M. to the University Board of Directors, as a resource for covering K.E.DI.VI.M.'s general expenses.
 - m. It provides an opinion to the Senate regarding the selection of K.E.DI.VI.M.'s Director of Training.
 - n. It ensures physical and electronic accessibility for individuals with disabilities and special educational needs to K.E.DI.VI.M. programs, based on the University's Internal Regulations.
 - o. It proposes to the University Board of Directors the approval of the initial budget and informs about any modifications during the year, as long as the modifications do not exceed twenty-five percent (25%) of the initial approved budget.
 - p. It proposes to the Senate the approval of K.E.DI.VI.M.'s annual financial report and prepares and communicates an activity report to the Senate
 - q. It decides on providing incentives to increase participation in K.E.DI.VI.M. programs and develops a policy for reducing fees for participation by socially vulnerable groups, people with disabilities, the unemployed, students, and other categories.
 - r. It approves the expenses necessary for K.E.DI.VI.M.'s operation according to the approved budget and approves any budget amendments, subject to paragraph (p).
 - s. It decides on promotional and publicity policies for K.E.DI.VI.M.'s educational programs and actions and sets publicity rules for this purpose.
 - t. It collaborates with all services of the Higher Education Institution (H.E.I.) for the proper operation and implementation of educational programs it manages.
 - u. It approves the registration of trainers in K.E.DI.VI.M.'s Trainer Registry.
 - v. It collaborates with ELKE to monitor the collection of its funds.
 - w. It approves agreements with partner organizations and all forms of cooperation agreements and program agreements.
 - x. It exercises any other responsibility related to K.E.DI.VI.M.'s duties that have not been specifically assigned to another body.
2. By decision of the K.E.DI.VI.M. Council, part of its responsibilities may be delegated to the President of the Council.

Article 5. Responsibilities of the President of the Council

1. The President of the Council of the Center for Training and Lifelong Learning (K.E.DI.VI.M.) has the responsibilities described in Article 116 of Law 4957/2022. Specifically, the President of the Center has the following responsibilities:
 - a. Presides over the work of the K.E.DI.VI.M. Council, prepares the agenda, and introduces its topics or designates another presenter.
 - b. Oversees the implementation of K.E.DI.VI.M.'s policy and strategic plan.
 - c. Ensures the implementation of the Council's decisions and the Internal Operating Regulations of K.E.DI.VI.M.
 - d. Oversees the services of K.E.DI.VI.M. and proposes issues related to the responsibilities of K.E.DI.VI.M. to any relevant service or competent body of UNIWA.
 - e. Proposes to UNIWA Senate, after the Council's opinion, the selection of the Director of Training.
 - f. Signs the certificates issued by K.E.DI.VI.M., after confirmation by the Scientific and Academic Responsible for the successful completion of each program.
 - g. Monitors and takes any necessary action for the proper functioning of the Center.
2. By the President's decision, another Council member may be authorized to exercise part of the

responsibilities in paragraph 1. The same decision may designate the Council member who will replace the President in case of absence or impediment.

Article 6. The Director of Training of the Center

1. The Director of Training of the Center for Training and Lifelong Learning (K.E.DI.VI.M.) is appointed by decision of the Senate following a public invitation to the academic community of UNIWA, initiated by the Rector of UNIWA, and serves a term aligned with the term of the K.E.DI.VI.M. Council.
2. The Director of Training may be a member of the Teaching and Research Staff (D.E.P.), Special Educational Staff (E.E.P.), or Laboratory Teaching Staff (E.D.I.P.) of the H.E.I., with documented experience in the design, implementation, or evaluation of educational, training, and skill development projects. The Director is not entitled to additional remuneration or compensation for the duties performed.
3. The Director of Training has the responsibilities specified in Article 117 of Law 4957/2022. Specifically, the Director of Training of the Center has the following responsibilities:
 - a. Supports the governing bodies of K.E.DI.VI.M. in implementing the Center's policy on lifelong learning,
 - b. Supervises and coordinates the provision of services by K.E.DI.VI.M., the organization and implementation of its programs, monitors the regulatory framework related to lifelong learning, and keeps track of developments at both national and international levels,
 - c. Ensures the quality improvement of training, education, continuing education, and general lifelong learning programs based on adult education theory and techniques,
 - d. Monitors and ensures the implementation of the decisions made by the governing bodies of K.E.DI.VI.M. regarding the development of lifelong learning,
 - e. Collaborates with the Scientific Supervisors and Academic Supervisors of the programs for any necessary issues related to the monitoring of programs offered by K.E.DI.VI.M.,
 - f. Monitors the implementation of the annual action plan and the multi-year development program of K.E.DI.VI.M.,
 - g. Is responsible for the proper maintenance of the Trainers' Registry and the Learners' Registry of K.E.DI.VI.M.,
 - h. Makes proposals to the governing bodies regarding the operational needs of K.E.DI.VI.M.,
 - i. Performs any other duties assigned by the governing bodies of K.E.DI.VI.M.

Article 7. Scientific and Academic Supervisors of the Programs

1. By a decision of the Council of the Center for Training and Lifelong Learning (K.E.DI.VI.M.), the Scientific Supervisor and the Academic Supervisor are appointed for each training program of K.E.DI.VI.M. The Academic Supervisor may be the same as the Scientific Supervisor and must have proven knowledge or experience in the program's subject, which may be derived from their overall educational, research, and scientific work. The decision of K.E.DI.VI.M. Council sets the term of office for the Scientific and Academic Supervisors, which may be for a fixed or indefinite duration, depending on the length of the training program.
2. The Academic Supervisors of programs may be:
 - a. Members of the Teaching and Research Staff (D.E.P.) from domestic and foreign Higher Education Institutions (H.E.I.),
 - b. Emeritus Professors and retired D.E.P. members of H.E.I.,
 - c. Members of Laboratory Teaching Staff (E.D.I.P.), Special Educational Staff (E.E.P.), and Special Technical Laboratory Staff (E.T.E.P.) of H.E.I.
 - d. Distinguished scientists, associate professors, visiting professors, visiting researchers, contract researchers, researchers from research and technological institutions, as well as instructors who are given autonomous teaching responsibilities in formal education programs,



e. Postdoctoral researchers.

The Academic Supervisor is responsible for monitoring the educational process, preparing or approving educational material, selecting instructors, and allocating teaching duties, as well as any other matters related to the program implementation. The Academic Supervisor certifies the successful completion of the educational obligations of learners for the programs they are academically responsible for.

3. The Scientific Supervisor is the individual proposed to take on the role of Scientific Supervisor concerning the Special Research Fund (E.L.K.E.), as per Article 234 of Law 4957/2022. The assumption of scientific responsibility for a project/program is approved by the Research Committee of E.L.K.E. The Scientific Supervisors of K.E.DI.VI.M. programs are appointed by the Council. The Scientific Supervisors may be:
 - a. Active, emeritus, or retired D.E.P. members of the University, with the exception that emeritus and retired members cannot be Scientific Supervisors for projects/programs funded by the state budget or the National Development Program (E.P.A.),
 - b. Members of the E.E.P. or E.D.I.P. or E.T.E.P. with at least a master's degree and appropriate academic qualifications (depending on the program level),
 - c. Visiting Professors, visiting Researchers, associate professors, contract researchers, external collaborators holding a doctoral degree,
 - d. Postdoctoral researchers.

In any case, a requirement for appointing a Scientific Supervisor is the documentation of the relevance of their knowledge area or their scientific/research work to the broader scientific field of the program for approval. This limitation does not apply to programs related to transversal skills.

Likewise, the Deputy Scientific Supervisor for the program is appointed according to the E.L.K.E. Funding and Management Guide.

The Scientific Supervisor is responsible for the proper implementation and certification of the physical content of the K.E.DI.VI.M. training program and for the appropriateness and eligibility of expenses associated with the implementation of the program's physical content, as well as for monitoring its financial aspects. The Scientific Supervisors design and organize the projects and educational programs assigned to them, are responsible for their implementation, submit proposals for educational programs to the Center's Council for approval, and certify the completion of the educational and financial obligations of learners in their programs. They also submit requests for selecting instructors from the Trainers' Registry and co-sign with the Academic Supervisor the selection of instructors.

Chapter C. ADMINISTRATIVE SUPPORT AND INFRASTRUCTURE

Article 8. Secretariat Support of the Center

1. K.E.DI.VI.M. is staffed by regular personnel from the Higher Education Institution (H.E.I.) and additional scientific, administrative, and technical personnel to meet its needs, following a decision by the Council, selected according to Article 243 of Law 4957/2022. The salary expenses for the additional personnel are exclusively covered by K.E.DI.VI.M. budget and do not affect the regular budget.
2. The organizational structure of the Center is described in the administrative services organization of the University, and it includes the Secretariat, which provides administrative support for the enrollment and implementation processes of the educational programs and other projects of the Center.
3. The infrastructure of the Center is developed according to the scope of the activities and programs it implements. Its smooth operation is supported by a central office, where the Directorate and the Secretariat are housed, its records are maintained, and communication with external and internal parties of the academic



community is conducted.

Chapter D. SUBMISSION, APPROVAL, MONITORING, AND EVALUATION OF PROGRAMS

Article 9. Submission and Approval Process

1. Educational or training programs are implemented exclusively by the K.E.DI.VI.M. of UNIWA or in cooperation with K.E.DI.VI.M. of other Higher Education Institutions (H.E.I.), Research University Institutes (E.P.I.), research centers, technological bodies, and domestic institutes according to Article 13A of Law 4310/2014 (A' 258), as well as with foreign institutions.
2. The proposal for creating a training or educational program is submitted by the Scientific Supervisor of the program to the K.E.DI.VI.M. Council. The proposal must include at least the following elements:
 - a. The title of the program, which must reflect its content,
 - b. The duration of the program and the total training hours (including face-to-face or synchronous or asynchronous teaching),
 - c. A brief description of the program and its objectives,
 - d. The thematic area,
 - e. The target group of learners,
 - f. Its structure into separate units and the number and subject of each unit, if applicable,
 - g. The Academic Supervisor of the program,
 - h. The methods of program implementation,
 - i. Suggested educational material,
 - j. The minimum qualifications required for learners to participate,
 - k. The cost of the program,
 - l. The maximum number of learners, if suggested,
 - m. The definition of learning outcomes and professional outcomes (microcredentials) or the number of ECTS credits gained by successfully completing the program or any separate units,
 - n. The evaluation methods for learners,
 - o. Collaborating implementation bodies,
 - p. The estimated budget for the program.

The proposal submission must be accompanied by a feasibility and sustainability study for the program.

3. In continuing professional training programs, ECTS units are specified, if required by the type of program. These units reflect the measurable learning outcomes, i.e., the knowledge, skills, and competencies that a learner gains from the program, as applied in formal education. The total learning outcomes (100%) are distributed proportionally across each thematic unit, not necessarily equally. ECTS units are based on the assumption that 60 ECTS units correspond to learning outcomes achieved in one year of full-time study. For example, 60 ECTS units correspond to approximately 1,500 hours of theoretical time to acquire the learning outcomes.
4. The initial review of the proposal for creating a training program is carried out by the Director of Training of K.E.DI.VI.M. If the proposal has deficiencies or issues, the Director contacts the Scientific Supervisor for further clarifications and corrections. If the proposal is complete, the Director of Training recommends it to the K.E.DI.VI.M. Council for evaluation.
5. The proposal evaluation is conducted by the K.E.DI.VI.M. Council based on evaluation criteria. These criteria concern the completeness of the submitted proposal, the scientific relevance of the Scientific/Academic Supervisors, the educational adequacy of the curriculum plans, alignment with the university's mission and prestige, and the program's sustainability. During the evaluation process, the Council may request clarifications, corrections, or additions to a proposal if it lacks sufficient information to complete its assessment, and may consult specialists for a final decision.
6. The approval process for each training program follows these general stages:
 - a. Application-proposal for implementing the Lifelong Learning Program, submitted by the potential



- Scientific Supervisor to the Council, based on the template proposed by the Council,
- b. Submission of a detailed file of the educational program to the Council, based on the technical submission sheet template suggested by the Council,
 - c. Approval of the proposal according to the framework of this regulation, with a focus on the sufficiency and relevance of the experience and specialization of the Scientific Supervisor to the program's subject.
7. Each educational or training program is categorized under one or more thematic areas defined by the Council of K.E.DI.VI.M. K.E.DI.VI.M. of the University of West Attica organizes programs in thematic areas primarily covering the academic fields of the Departments of the University of West Attica and secondarily other academic fields through collaborations based on article 113 of Law 4957/2022. Indicatively, programs are organized in the following thematic fields: Health Sciences, Welfare Sciences, Public Health Sciences, Psychology and Mental Health, Pedagogy, Engineering Sciences, Information and Communication Technologies, Sustainable Development and Environment, Human Resource Management, Applied Arts and Culture, Business and Business Administration, Food Science and Technology, Wine and Beverages.
 8. The implementation of programs and their main components is approved by the K.E.DI.VI.M. Council. The approval decision is published in the "DIAYGEIA" program and is communicated to the Research Committee of the E.L.K.E. for the necessary actions within its competence.
 9. K.E.DI.VI.M. Council, under its responsibility, provides the Ministry of Education and Religious Affairs and the National Authority for Higher Education (E.TH.A.A.E.) with a list of educational and training programs offered through the Center, on a semi-annual basis. Each educational or training program, along with its main components, must be posted on the official website of K.E.DI.VI.M. after its approval.
 10. Once a program is approved, the Scientific and Academic Responsible must ensure the program's implementation as described in the approved proposal. They are also required to maintain records with all necessary documentation, including the syllabus, participant applications, evaluation evidence of the trainees, a list of those who successfully completed the program by cycle, attendance sheets for in-person or online programs, registration records and completion confirmations for distance learning programs, a timetable, a list of trainers, and finally, the educational material used.
 11. For each educational program, the Scientific Responsible prepares a Study Guide. The Study Guide, according to this Regulation and the content of each Program, must minimally describe the program's purpose, the structure of teaching units and subunits, participation and attendance requirements, the educational process, the rights and obligations of the trainees, and the attendance fees. It should specify the type of certificate awarded to participants upon successful completion of the program. The educational goals, the teaching units, their duration, and the credit units are also analyzed. Finally, it lists the collaborating entities where applicable.
 12. For each educational program, educational material is provided. The educational material may be in printed or electronic form and must cover all thematic units of the program. It should be free from third-party copyrights or have legal authorization for its use according to E.L.K.E. Funding and Management Guide. It must be evaluated and approved by the Academic Responsible of each program, be structured according to the program's objectives, and the content should align with the detailed curriculum. It should include questions, exercises, problems, tasks for understanding the material or self-assessment, as well as related bibliography.
 13. Upon completion of each program, the Scientific Responsible submits all required documentation to K.E.DI.VI.M. Secretariat for the issuance of training certificates for those trainees who successfully completed the program. The certificates are co-signed by the President of the Center and the Scientific Responsible.
- Any extension of the academic obligations of the trainees, as well as the process of issuing training certificates, must not exceed six (6) months from the completion date, as per the approval decision.

Article 10. Collaboration with Other Entities

1. The Center for Training and Lifelong Learning (K.E.DI.VI.M.) may collaborate with K.E.DI.VI.M.s of other Higher Education Institutions (H.E.I.), Research University Institutes (E.P.I.), research centers, technological organizations, and institutes in Greece, according to Article 13A of Law 4310/2014 (A' 258), recognized equivalent institutions abroad, other higher education entities, and scientific organizations in the private or



public sector for the provision of non-formal education and lifelong learning services.

2. For the organization and provision of educational and training programs in lifelong education through the collaboration of multiple entities, a Collaboration Agreement must be signed, which defines at least the components outlined in paragraph 2 of Article 9 of this Regulation. It should specify the entity responsible for the financial management of the program, the distribution of resources among the collaborating entities, as well as the obligations and rights of each party. Draft agreements must be submitted to the K.E.DI.VI.M. Council and must include detailed references to the agreement's scope, benefits for K.E.DI.VI.M., timeframes, terms of cooperation, intellectual property protection, confidentiality, mutual trust, non-competition, and financial terms. After approval by K.E.DI.VI.M. Council, the drafts are forwarded to the appropriate bodies and services of the institution.

Article 11. Monitoring of Organization and Evaluation of K.E.DI.VI.M. Programs

1. The monitoring of the organization and evaluation of K.E.DI.VI.M. programs is overseen by the Director of Education at K.E.DI.VI.M., based on the responsibilities outlined in paragraph 1 of Article 117 of Law 4957/2022.
2. After the completion of each program, it is evaluated by the trainees according to a unified electronic questionnaire approved by K.E.DI.VI.M. Council. The electronic questionnaire is posted on the program's e-learning platform, under the responsibility of the Scientific Responsible. The results of the evaluation are processed by the Secretariat and the Director of Education of K.E.DI.VI.M. and submitted for evaluation to K.E.DI.VI.M. Council, as per paragraph 1, item θ of Article 115 of Law 4957/2022.
3. According to Article 115 of Law 4957/2022, the K.E.DI.VI.M. Centers of Higher Education Institutions are evaluated and periodically certified by the National Authority for Higher Education (E.TH.A.A.E.) every five (5) years, based on specially designed criteria and indicators to ensure the quality of the programs they organize and offer. They are also evaluated according to the Internal Quality Assurance System (E.S.D.P.) of the University of West Attica.

Article 12. Promotion and Publicity of K.E.DI.VI.M. Programs

1. The publicity and promotion policies for K.E.DI.VI.M. programs are determined by the K.E.DI.VI.M. Council, in accordance with Article 115, paragraph 1, item n of Law 4957/2022 and in collaboration with the Scientific Responsible. Based on the applicable publicity policies, the program publicity guides are also prepared.
2. K.E.DI.VI.M. ensures the promotion of the educational programs it organizes. Promotion activities may include posting information on the internet and social media, distributing press releases and announcements through print and electronic media. In every case, the K.E.DI.VI.M. website contains information about all programs.
3. A K.E.DI.VI.M. program can be independently promoted at the expense and under the responsibility of the Scientific Responsible. In this case, and for presentations, references, or printed materials related to the educational-training activities and any communication actions (e.g., cards, press releases, newsletters, social networks), the use of the University of West Attica's logo is allowed without prior approval.
4. In the case of organizing an educational program in collaboration with another entity, the collaborating entity has the right to promote the program, referring to its collaboration with K.E.DI.VI.M. of the University of West Attica. This reference is strictly limited to the specific program. Special terms may be included in the collaboration agreement. In any case, the University of West Attica retains all rights to its name and logo, and the collaborating entity does not acquire any general license or related right to use them without prior approval from the University Senate.

Chapter E. EDUCATION AND CERTIFICATION

Article 13. Forms of Program Implementation

1. Education within the framework of K.E.DI.VI.M. programs can take the following forms:
 - a. **In-person education** – held at university facilities (lecture halls, classrooms, laboratories) or rented rooms or external partner structures hosting or cooperating with K.E.DI.VI.M., in the traditional form of teaching where the simultaneous physical presence of both the trainer and trainees in the classroom is required. These facilities must have all necessary technical equipment required for the smooth implementation of the programs and ensure accessibility, safety, and hygiene. This equipment is the responsibility of each Scientific Supervisor of the program, unless provided by an external partner, in which case the staff of the partner organization is responsible for its proper functioning during and after the program. In-person education should ensure interaction between the trainer and the trainees. The implementation of these programs occurs with a structured curriculum approved by K.E.DI.VI.M., in a specific location and with a defined duration and schedule.
 - b. **Distance education (e-learning)** using Information and Communication Technologies, allowing trainees to follow the program online from their chosen location. Specifically, the center operates an e-learning platform, through which electronic groups/classes are managed, and user access is provided. The techniques of distance education may be classified as:
 - **Asynchronous distance education** – a teaching process where the simultaneous presence of the trainer and trainees is not required,
 - **Synchronous distance education** – a teaching process where the trainer and trainees participate simultaneously in real time, but they do not need to be in the same location (e.g., videoconferences, webinars).
 - c. **Combination of a) and b).** This approach reflects a **blended** education model that dynamically combines the advantages of both in-person and distance education.

When organizing lifelong learning programs, the needs of people with disabilities and/or special educational needs must be considered, and electronic accessibility must be ensured for these individuals as well.

2. To issue the required certificate for in-person and distance programs with synchronous education, attendance is mandatory, with a maximum absence limit clearly defined in the approved program description as a percentage of the total required training hours.
3. The implementation of a proposed program requires covering all costs through tuition fees and/or external funding (from public and/or private organizations).
4. Programs can also be implemented outside of working days.
5. The language of instruction is primarily Greek. The organization of educational programs in other languages is possible, provided that the Academic Responsible and the trainers have proven proficiency in that language. In any case, the language of implementation must be indicated in the program description, as well as any necessary qualifications for candidates.

Article 14. Certificates and Program Certifications – Qualification Certification

1. Successful completion of a program leads to the award of a Certificate of Successful Completion. The structure of the certificate is specific to each type of program (in-person, distance, or blended) and bears the signatures of the President and the Scientific Responsible. The templates of the certificates in both Greek and English are formulated and approved by the Council of the Center. Certificates and the corresponding supplements are signed, issued, and distributed according to the decisions of K.E.DI.VI.M. Council.
2. In case of unsuccessful completion of a program, a Certificate of Attendance may be issued. This certificate bears the signature of the Scientific Responsible, and it clearly specifies the part of the program that was



attended.

3. By decision of K.E.DI.VI.M. Council or the President of K.E.DI.VI.M., who subsequently informs K.E.DI.VI.M. Council, other types of certificates may be issued in addition to those mentioned above. This certificate bears the signatures of the President and the Scientific Responsible, and it clearly provides relevant information.
4. Signed Certificates of Training, Certificate Supplements, and Certificates of Attendance are kept in K.E.DI.VI.M. Archive. Copies of these certificates are provided to the trainees within a reasonable time after the completion of the program or upon submission of a related request.
5. The Council of the Center is responsible for the policy regarding the cases in which national or international bodies may certify the qualifications of those who successfully complete specific training programs. Additionally, any application to a certification body is submitted through the Center, after approval of related requests of the Scientific Supervisors by the Council.

Chapter F. TRAINEES

Article 15. Rights and Responsibilities of Trainees – Procedure and Requirements for Enrollment in and Participation in K.E.DI.VI.M. Programs – Other Matters Concerning Trainees

1. Applications for participation are submitted through K.E.DI.VI.M. website, which maintains an Integrated Registration Information System for each program. Through a standardized online registration form, trainees submit their application with all necessary details. This process may also be carried out by specially authorized Partner Entities on behalf of the trainees, based on Article 122 of Law 4957/2022. The details of the trainees are kept in K.E.DI.VI.M. Trainee Register, which records all relevant information regarding the trainee's relationship with K.E.DI.VI.M., such as the programs they are participating in, the programs they have successfully completed, and any other necessary details. The management of data in the Trainee Register is always based on the Data Protection Policy, the Information Security Policy, and the Quality Policy, as approved by K.E.DI.VI.M. Council and posted on K.E.DI.VI.M. website.
2. The categories of candidates, the conditions and prerequisites for registration, pricing and discount policies, the terms and conditions of participation, as well as the rights and obligations of trainees during their studies, are determined for each program and case by the responsible Scientific and Academic Supervisor, approved by K.E.DI.VI.M. Council, and listed both in the Program Study Guide and on K.E.DI.VI.M. website. K.E.DI.VI.M. Council may decide to implement a discount policy for specific categories of trainees (students, unemployed, employees of UNIWA, etc.) for certain programs or groups of programs. K.E.DI.VI.M. reserves the right to change the discount percentages and categories as well as other offers related to the original tuition fees for each new session during the Continuing Education Program. These changes do not affect already registered trainees.
3. The "Registration Application" serves as a Responsible Declaration, so the information provided must be truthful and accurate to ensure the validity of the issued Continuing Education Certificates, Statements, and other documents. In case of any discrepancy, K.E.DI.VI.M. is not obligated to reissue the documents and retains the right to revoke them. In order to substantiate the validity of any discounts selected in the registration form, the trainee must send the relevant documentation to the secretary of the respective program before the start of the chosen program. According to Article 28 of Law 4305/2014, K.E.DI.VI.M. may conduct an ex officio verification of the authenticity of the documents submitted by the trainee. In case of late submission or failure to verify the validity of the submitted documents, K.E.DI.VI.M. reserves the right to cancel the issuance of any Certificate or Continuing Education Certificate and to revoke the granted discount and demand payment of any outstanding financial difference.
4. Participation in the courses of the continuing education programs and the issuance of Continuing Education Certificates by K.E.DI.VI.M. is not subject to any gender, race, nationality, religion, or other form of discrimination. Acceptance and participation require the full understanding of the trainee of the respective Program Guide. K.E.DI.VI.M. reserves the right to adjust the schedule of courses, change instructors, or delay or cancel the availability of programs, informing the enrolled trainees for their better service. Trainees must



provide their full name, the exact title of the program they are enrolled in, the Academic Supervisor or Scientific Supervisor, and the program's start date when contacting K.E.DI.VI.M. In the case of outstanding financial obligations, K.E.DI.VI.M. reserves the right to temporarily suspend or deactivate the trainee's access to the electronic platforms for synchronous and asynchronous learning. The award of the Continuing Education Certificate requires the participation of the trainees in assigned assessment activities according to the evaluation criteria set by the respective training program. In cases of financial obligations, no Continuing Education Certificate will be awarded for any part of the program or for the entire program. However, an exception is made if there is secured funding and the legal framework governing the funding body or the regulatory framework of the funded project does not justify the prepayment of tuition fees.

5. The trainee has the right to access the educational material on which they will be evaluated for the successful completion of the program. The educational material, the trademark, and other intellectual property of the K.E.DI.VI.M. website are the property of the University of West Attica and its creators, according to relevant agreements, and are protected by intellectual property laws, with exceptions for explicitly recognized third-party rights. Reproduction, modification, copying, renting, lending, transmission, and broadcasting are prohibited without proper permission. However, individual storage and copying of parts of the content to a personal computer for strictly personal use, without any intention of commercial or other exploitation, are allowed, provided the source is cited. This does not imply the transfer of intellectual property rights.
6. The continuing education programs will only be implemented if the required number of trainees is ensured. If, by a decision of K.E.DI.VI.M., a program is not implemented, the full amount of pre-paid tuition fees will be refunded. Otherwise, refunds of tuition fees are possible only in exceptional cases, and only if the applicant informs the secretary in writing before the start of the program that they do not wish to attend, explaining the reasons for discontinuation. The written request is examined by the Scientific Supervisor of each program, and a decision is made accordingly. In such cases, in order to avoid potential bank fees or management costs from the Special Research Account, the applicant may request credit for the tuition fees for another program in the same educational action. If the credited amount is not used within twelve months of the request, it will not be refunded. In cases where K.E.DI.VI.M. is responsible for the refund, the required amount will be refunded without any additional charge. In cases where the University of West Attica is not responsible for the refund, the applicant will bear any applicable bank fees and management costs of the Special Research Account, according to the predetermined withholding percentage for the revenue of K.E.DI.VI.M. programs.
7. Support for trainees on educational matters is provided by the program's scientific staff via K.E.DI.VI.M.'s digital e-learning platforms, following the program's implementation specifications as outlined in the Study Guide. However, participation in online education requires at least one modern computer and internet access. For optimal and uninterrupted access and work in the Asynchronous and particularly the Synchronous electronic learning system, it is recommended that trainees have a modern computer with multimedia capabilities (microphone, speakers or headphones, camera) and an ADSL internet connection. Specific educational programs may also have additional technical requirements, if deemed necessary for smooth execution.
8. The completion of the anonymous Continuing Education Program Evaluation Questionnaire by the trainees aims to ensure the quality of the educational services provided, according to Article 115 of Law 4957/2022 and the K.E.DI.VI.M. Regulations of the University of West Attica. The questionnaire is posted on the asynchronous e-learning platform during the final month of the program. Completing the questionnaire is optional and part of the academic duties of the trainees.
9. K.E.DI.VI.M. may, as part of the promotion of a program, inform and advise interested parties on the potential use of a Continuing Education Certificate in terms of possible points towards future applications, based on the legal framework in effect at the time the program starts. However, the awarding of points for the certification depends on the criteria of the calls for applications, as determined by the organizations issuing them, and interested parties are responsible for seeking clarifications and ensuring the eligibility of the certification for point allocation.
10. Academic and administrative support for trainees is provided by the administrative staff of the programs, based on the terms of the Study Guide and K.E.DI.VI.M.'s Quality Policy.
11. As a user of the website, educational platforms, and teleconferencing platforms, the trainee must comply with Greek, European, and International Law and related telecommunications legislation. They must refrain from any illegal or abusive use of the website's content and services. Specifically, they are prohibited from sharing



their personal access credentials with any third party. Furthermore, every visitor/user of the website must behave respectfully, courteously, and discreetly when using these platforms, and practices that are against fair competition or commonly accepted online user behavior are prohibited. Any damage caused to the website or platforms due to improper or unlawful use of the services is the sole responsibility of the user, and the University of West Attica may expel them from the educational community without any financial compensation or refund of tuition fees. Moreover, trainees must maintain the facilities they use in good condition and follow the instructions of the program's responsible persons, particularly when attending in-person educational programs. They must respect the equipment provided for the program and make every effort to avoid damage to common facilities and infrastructures. Any damages will require compensation to the University of West Attica. Trainees must respect all participants and staff involved in the program. Any deviation from proper behavior may result in suspension from the program. Furthermore, any moral or reputational harm resulting from inappropriate behavior towards teaching, technical, or administrative support teams is the exclusive responsibility of the user, and the University of West Attica may expel them from the educational community without any financial compensation or tuition fee refund. Any suggestions or observations should be addressed to the secretariat of the respective program or K.E.DI.VI.M.'s central secretariat. Trainees must attend the program in accordance with the conditions outlined for its execution. To successfully complete a program and receive the relevant certificate, trainees must fulfill all educational obligations and maintain appropriate ethical behavior.

12. The Council of K.E.DI.VI.M. is responsible for the policy applied regarding cases where certification of qualifications for those who have successfully completed specific educational programs is possible from competent national or international bodies. Furthermore, any request to a certification organization is made through K.E.DI.VI.M. and only after the approval of relevant requests by the Scientific and/or Academic Supervisors of the Council.

Article 16. Learner Registry

K.E.DI.VI.M. maintains a Learner Registry for each program and study cycle under the responsibility of the Director of Training (Law 4957/2022, Article 117). The Learner Registry of K.E.DI.VI.M. complies with the General Data Protection Regulation (GDPR). The data collected in the Registry are gathered for specific, explicit, and lawful purposes and are not processed in a manner incompatible with those purposes. They are limited to what is necessary for the implementation of educational programs, identification of learners, issuance of certificates and related documents, and the transmission of statistical data to the competent authorities according to the applicable legal framework. The data are maintained in a form that allows identification of learners only for the required period according to the purposes of processing personal data. They can be stored for longer periods, provided that personal data are processed only for archiving purposes in the public interest, for scientific or historical research, or for statistical purposes, and appropriate technical and organizational measures are applied to ensure the rights and freedoms of the learners (limiting the storage period). The data are processed in a manner that ensures the adequate security of personal data, including protection from unauthorized or unlawful processing and accidental loss, destruction, or damage (integrity and confidentiality).

Chapter G. TRAINERS

Article 17. Trainers of the Center - Selection of Trainers - Rights and Obligations of Trainers - Other Issues Regarding Trainers

1. Trainers in the Center's programs may include: a) Faculty members of UNIWA and all domestic and international universities, b) researchers from research and technological bodies under Article 13A of Law 4310/2014, c) visiting professors and visiting researchers, contract researchers, cooperating professors, and



instructors assigned independent teaching tasks in formal education programs, d) members of the University Teaching Staff, University Research Staff, and Special Teaching Staff of UNIWA, e) those registered in the trainers' registry under the article. A prerequisite for participation in programs using new technology for distance learning may be certified knowledge or experience in using computers, as determined by the Scientific Supervisor. Certified knowledge is proven according to the applicable legal framework.

2. For the implementation of training and lifelong learning programs, the Academic Supervisor proceeds with the selection of trainers as specifically defined in paragraph 3. All types of requests to the Research Committee (such as requests for posting an invitation or signing a contract) are submitted to the Unit of Economic and Administrative Support (MODY) of the Research Committee by the Scientific Supervisor, following a relevant written request from the Academic Supervisor. In the case of selecting a trainer from the Registry or a third party who is registered in the Registry after selection, the Scientific Supervisor submits to the Research Committee along with the employment approval form and a certificate from the Director of Training certifying the inclusion of the trainer(s) in the specific Subject Area of the Registry.
3. The selection of trainers by the Academic Supervisor is carried out as follows:
 - a. between trainers for whom submission of an application for inclusion in the Registry is not required (cases a to d in paragraph 1), either directly according to paragraph 3 of Article 243 of Law 4957/2022, or with an invitation issued by the Academic Supervisor exclusively to this category of trainers,
 - b. among those registered in the Center's Trainer Registry, either directly according to item a of paragraph 4 of Article 243 of Law 4957/2022, or with an invitation issued by the Academic Supervisor exclusively to this category of trainers,
 - c. selection of third parties following a public call for expression of interest, according to item c of paragraph 4 of Article 243 of Law 4957/2022, who—if selected—will be registered in the Trainer Registry.

In cases a and b, when following the procedure of issuing an invitation for expression of interest, it is posted at least on the Center's website and addressed to the corresponding category of trainers. Each invitation specifies the subject areas, criteria that determine the availability requirements of the instructors, as well as the specific criteria and qualifications used to evaluate candidates. Interested parties submit an application as specified in the invitation, are evaluated based on the criteria defined in the invitation by the Academic Supervisor, who, after completing the evaluation, communicates the results to the Scientific Supervisor, who then submits a relevant request to the Research Committee for employment approval following the Research Committee procedures according to Law 4957/2022, especially paragraphs 3 and 4a of Article 243, and the Funding and Management Guide. In special cases, the Council may approve a three-member committee for the selection of a trainer, following a relevant request from the Academic Supervisor. In the case of direct selection from the Registry, the Academic Supervisor, after a relevant request for access to the Registry to the Director of Training, proceeds with the selection of trainer(s) from the specific Subject Area(s) based on the educational program's needs. In case c, the Academic Supervisor, in collaboration with the Scientific Supervisor, follows the Research Committee procedures as outlined for public calls for expression of interest (Article 243, paragraph 4c, Law 4957/2022).

4. Trainers of K.E.DI.VI.M. have the right to access the Center's distance learning platform and educational material for the proper implementation of the program, the right to access infrastructure, classrooms, and equipment provided by the competent authority for the implementation of the specific program, at specified times and days for a specific purpose, as well as the right to anything else specified in their contract with the Research Committee of UNIWA.
5. Trainers of K.E.DI.VI.M. are obliged to be impartial, adhere to the schedule of their lessons and the submission and uploading of their educational material, be willing to acknowledge and correct mistakes, base their evaluations solely on meritocratic criteria, and adhere to any other requirements explicitly stated by law and the institution's regulations. They must avoid any discrimination and not allow their professional behavior to be influenced by personal likes or dislikes. They are expected to treat their colleagues and learners with respect, to be polite, helpful, and act promptly for any arising issues. Trainers must comply with all their obligations as outlined in their contract with the Research Committee of UNIWA.

Article 18. Trainers' Registry

According to Article 117 of Law 4957/2022, a Trainers' Registry is established within the Center, and its responsible



person is the Director of Training. The Trainers' Registry of K.E.DI.VI.M. complies with the General Data Protection Regulation. The Trainers' Registry of the Center is open to applications from candidates. The minimum academic qualification for inclusion in the Trainers' Registry is a basic higher education degree from a domestic University or an equivalent recognized degree from abroad, in accordance with the relevant provisions. If additional qualifications are required for a specific thematic field, this is stated in the approval decision for the establishment of that thematic field by the Council.

The application for inclusion in the Registry is submitted to one or more of the thematic fields defined by the Council of K.E.DI.VI.M. Initially, the thematic fields of the Registry will consist of those served and addressed by the University of West Attica, and other broader scientific fields in the area of Lifelong Learning. Subsequently, these fields may be revised or expanded through relevant decisions of the K.E.DI.VI.M. Council, according to the approved and conducted programs.

For inclusion in the Trainers' Registry of the University of West Attica: Each interested party submits the application electronically, attaching the required supporting documents specified by the Council, which include a CV, academic qualifications, work experience, teaching experience with adults (in hours), certifications of other skills, etc. All foreign qualifications, certificates, and documents cited by applicants must be officially translated into Greek by the competent authority according to the law. The applications of interested parties, in the context of this call, are evaluated by the K.E.DI.VI.M. Council, following a proposal by the Director of the Center. If the minimum required qualifications are met, the applicants will be included in the Trainers' Registry by the Council's decision.

K.E.DI.VI.M. may request additional documents or other proof to verify the information provided in the application. If the evaluation is positive, the applicant is registered in the registry. In case of full or partial rejection (for a specific thematic field or fields), the results of the evaluation will be communicated to the applicant via email. If the applicant disagrees with the evaluation result, they may file an appeal to the Center's Council within five (5) working days from the notification of the result. K.E.DI.VI.M. is not obliged to make mandatory use or participation in any of its programs for all those included in the Registry. The decision to assign and sign contracts is at the discretion of K.E.DI.VI.M., excluding any claims from interested parties.

Chapter H. RESOURCES AND MANAGEMENT BODIES

Article 19. Resources and Revenues of the Center

The resources for the operation and development of K.E.DI.VI.M. are provided in Article 123 of Law 4859/2022. Specifically, the resources of the Center are as follows:

1. The Center for Training and Lifelong Learning (K.E.DI.VI.M.) is entirely self-financed and is not funded by the regular budget of the Higher Education Institution (H.E.I.). Specifically, the resources of K.E.DI.VI.M. include:
 - a. Revenues from the organization and delivery of educational, training, and lifelong learning programs and continuing education programs organized under the supervision and coordination of K.E.DI.VI.M.
 - b. Revenues from organizing seminars and conferences.
 - c. Funding from operational or other educational and lifelong learning programs co-funded by the European Union, as well as other public or private sector bodies or international organizations, organized under the supervision and coordination of the Center.
 - d. Donations, financial support, and sponsorships provided to K.E.DI.VI.M.
 - e. Revenues from public or private sector bodies that commission K.E.DI.VI.M. to organize and implement educational and training programs on specific subjects for the training of a target group.
 - f. Revenues from the development, production, and exploitation of educational and other materials.



- g. Revenues from conducting studies, providing services, and executing training projects related to lifelong learning.
 - h. Revenues from deductions from the budget of each training program organized by K.E.DI.VI.M., the amount of which is determined based on a proposal from the K.E.DI.VI.M. Council and a decision by the Management Council of UNIWA, as a percentage for the Special Research Fund (E.L.K.E.).
 2. The financial management of the revenues listed in paragraph 1 is carried out through a project/program in E.L.K.E. under a distinct code, with the Scientific Supervisor being the President of K.E.DI.VI.M., subject to any projects/programs for which separate financial management is required by the relevant regulatory framework.

Article 20. Financial Management

1. The financial management of the revenues from each training program is carried out through a project/program of the Special Research Fund (E.L.K.E.). One (1) project/program of E.L.K.E. may manage the financial operations of one (1) or more training and educational programs.
2. K.E.DI.VI.M. may, following a decision by the Council of the Center, participate in calls initiated by bodies listed in paragraph (a) of section 1 of Article 14 of Law 4270/2014 (A' 143) and addressed to Lifelong Learning Centers (KE.DI.VI.M.) on the Registry of Lifelong Learning Providers of the Ministry of Education and Religious Affairs. The financial management of co-funded training and lifelong learning projects and programs is carried out through the Special Research Fund (E.L.K.E.) of the Higher Education Institutions. The Scientific Supervisor for institutional projects/programs is appointed by the President or a member of the K.E.DI.VI.M. Council, following a decision by the Council, or another faculty member from the Higher Education Institution, following a decision by the K.E.DI.VI.M. Council. K.E.DI.VI.M. is required to adhere to the terms defined in the call for any co-financed action for continuing professional education and training and lifelong learning, both in terms of funding requirements and action implementation. Special conditions and requirements may be set for co-financed projects, where the call of the respective body specifies the appointment of the Scientific Supervisor for the projects/programs; the Council of the Center designates the Scientific Supervisor according to the terms of the call.

Chapter I. EVALUATION

Article 21. Evaluation of the Center

At the end of each academic year, the Council prepares an activity report for the K.E.DI.VI.M., which is promptly communicated to the Senate, the MODIP, and the Ministry of Education and Religious Affairs.

Chapter IX. DISCIPLINARY MATTERS

Article 22. Sanctions

If the Council identifies non-compliance with the terms of implementation of the action towards the University of West Attica or third parties, or any other act or omission by the Scientific Responsible or collaborators that causes serious problems in implementing the action, as per the approved proposal and the operational regulations of K.E.DI.VI.M., it has the right to suspend the program's operation.



Chapter X. REGULATING THE RELATIONS BETWEEN K.E.DI.VI.M. AND THE UNIVERSITY

Article 23. Organizational Relationships of the Center with the University

1. K.E.DI.VI.M. is an independent educational unit of the University of West Attica.
2. The President of the Center has the right to control all activities regarding the accuracy of program implementation, participant identity, and adherence to regulations.
3. The President of the Center may at any time order the administrative audit of K.E.DI.VI.M.
4. K.E.DI.VI.M. is obliged to promote all the University's activities and facilitate its educational and research activities in every possible way.

Article 24. Allocation of Spaces

1. The allocation of spaces for the administrative support staff of K.E.DI.VI.M. is decided by the Administrative Council, after a proposal from the Center's Council.
2. The allocation of teaching rooms, laboratories, and other equipment is decided by the educational or administrative unit to which the space or equipment belongs.
3. If the space or equipment does not belong to an educational or administrative unit, the allocation is decided by the Senate, after a proposal from the Center's Council.

Article 25. Use of Equipment

The use of any equipment from the University of West Attica follows the relevant regulations of the institution. If equipment is provided for use by individuals working with K.E.DI.VI.M. who are not regular members of the University, the equipment is handed over to the Scientific Responsible of the program, by decision of the appropriate authority (depending on the structure to which the equipment belongs). The responsible person ensures its timely return and integrity.

Article 26. Repealed Provisions

1. Upon the enactment of this regulation, the provisions of the decision number 7772/1-02-2021 (G.G. 528/10-02-2021, series B) by the Senate of the University, regarding the "Replacement of the Operational Regulations of the Center for Continuing Education and Lifelong Learning (K.E.DI.VI.M.) of the University of West Attica", which was approved by the decision number 11443 of the Administrative Committee (B' 5277/2018), are repealed.
2. Any general or specific provisions that contradict or regulate differently the matters addressed in this regulation are also repealed.

Article 27. Commencement of Effect

This regulation comes into effect upon its publication in the Government Gazette.
This decision should be published in the Government Gazette.