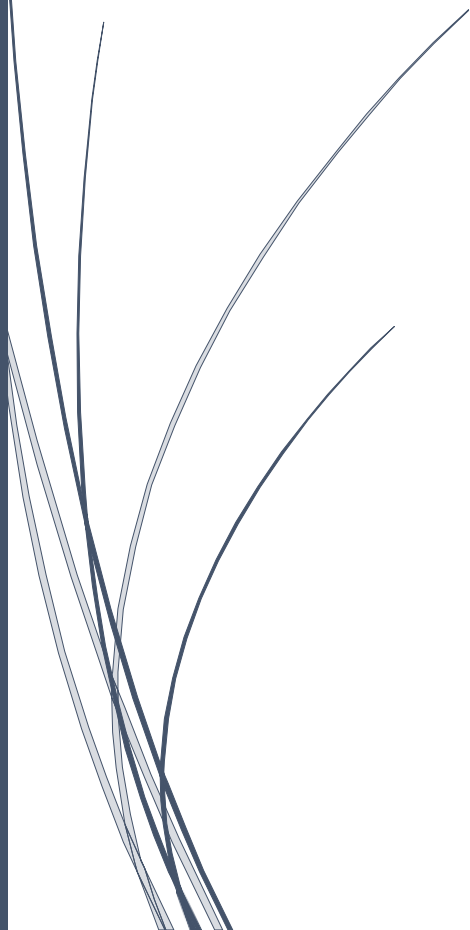




**TRAINING AND LIFELONG
LEARNING CENTER
(K.E.DI.VI.M.)**

UNIVERSITY OF WEST ATTICA

**REGULATION
OF EDUCATION AND STUDIES**



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REGULATION OF EDUCATION AND STUDIES OF TRAINING AND LIFELONG LEARNING CENTER (K.E.D.I.V.I.M.) OF THE UNIVERSITY OF WEST ATTICA

Article 1. Proposal Submission for a Program

1. The organization of a program by the Training and Lifelong Learning Center of the University of West Attica can be proposed by active or emeritus faculty members (D.E.P.), members of E.E.P., E.D.I.P., or E.T.E.P. with corresponding academic or professional qualifications (depending on the program level) and with a field of expertise or specialization related to the subject matter of the proposed program.
2. The Scientific Coordinator submits a proposal for program implementation to the Center's Council for approval. The proposal includes the educational structure of the program, organizational details, budget, and program fees.

Specifically, the proposal must include at least the following elements:

- a. The program title, which must reflect its content,
- b. The program's duration and total training hours (including in-person or/and synchronous or/and asynchronous training),
- c. A brief description of the program and its objectives,
- d. The thematic field,
- e. The target group of trainees for the program,
- f. The program's structure into individual units and the number and content of each one, if applicable,
- g. The Academic Coordinator of the program,
- h. The methods of program implementation,
- i. Indicative educational material,
- j. The minimum qualifications required for trainees to participate,
- k. The cost of participation in the program,
- l. The maximum number of trainees, if proposed,
- m. The determination of the program's learning outcomes and professional results (microcredentials) or the number of credit units (ECTS) awarded upon successful completion of the program or any subunits, if structured in units,
- n. The method of evaluating trainees,
- o. The collaborating entities for program implementation, and
- p. The estimated budget for the program.

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

Article 2. Program Approval

1. All programs (self-financed, co-financed, or funded by public and private entities) must be approved by the Center's Council.
2. Each training program, regardless of its duration and the framework within which it is submitted, is evaluated for its feasibility and educational adequacy.
3. The proposal approval is conducted according to the framework of the Center's Internal Operating Regulation, emphasizing the adequacy and relevance of the Scientific Coordinator's experience and specialization to the program's subject.

4. The program approval decision from the Center's Council is sent to the Special Account for Research Funds (E.L.K.E.) for further financial management actions. Each Training Program constitutes a separate project. The Scientific Coordinator is responsible for adhering to the procedures followed by E.L.K.E. for the financial management of the project.
5. The Center's Council has the authority to reject a program if:
 - a. The submission form (proposal) of the program does not include the required elements outlined in section 2 of Article 1 of this regulation,
 - b. Its structure does not meet the essential conditions for distributing the educational tasks according to the program's purpose,
 - c. It does not adequately ensure the safety of the facilities, equipment, spaces, and laboratories,
 - d. It violates the rules for public visibility of the University of West Attica,
 - e. The program's expenses exceed the revenue, its sustainability is not ensured, and the program's budget is not balanced,
 - f. It fails to substantiate the funding of the program's budget, particularly if no registration fees are foreseen,
 - g. It fails to document the terms of cooperation, financial terms, agreement details, timeframes for collaboration, and other requirements outlined in section 2 of Article 10 of the Internal Operating Regulation regarding agreements or collaborations with external entities (public or private).
6. Once a program is approved, the Scientific and Academic Coordinators must ensure the program's implementation as described in the approved proposal. They are also required to maintain records of all necessary documentation, such as the curriculum, participation applications, evaluation evidence for trainees, a list of trainees who successfully completed the program (by cycle), attendance records for in-person or online programs, and educational material used.

Article 3. Program Start and Completion

1. The Center's Council, through a decision, accepts the execution of all programs as approved.
2. The dates of implementation can be modified if there is a delay in approval. In such cases, a decision from the academic unit/implementing entity is required to accept the new schedule for space and equipment allocation if they are to be used.
3. A program is considered completed when all planned activities are carried out and all materials are delivered, along with the final report on the program's implementation and quality assurance evaluation by the Scientific Coordinator.

Specifically, a program is considered completed when:

- a. All thematic units have been fully taught and trainees have been evaluated,
- b. All administrative forms and required administrative records have been completed,
- c. The planned evaluations by the trainees have been conducted.

Upon completion of each program and within two months at the latest, the Scientific Coordinator must send the following information to the Center's Secretariat for those who attended the program:

- A list of the trainees' names and the title of the program they successfully completed,
- The evaluation evidence for the trainees,
- A certificate that the program was implemented according to the Study Guide and the required report for each cycle (teaching hours, credit units),
- A certificate that the financial requirements for training the above trainees have been met,
- Signed copies of attendance records or electronic files for distance learning programs (or a certificate from the Scientific Coordinator regarding trainee attendance for at least 80% of the program hours in case of distance learning),

- Signed copies of the quality assurance evaluation forms (evaluation questionnaires),
- Timetable and list of instructors, where required,
- Final program report,
- Financial report for the program,
- In case the teaching was organized outside the University of West Attica's premises, the hosting entity must issue a certificate of program implementation and send it to K.E.DI.VI.M. through the program's Scientific Coordinator.

Article 4. Evaluation of the Programs

After the completion of each program, under the responsibility of the Scientific Program Manager:

1. An evaluation is conducted by the trainees based on a standardized questionnaire, which includes specific axes and evaluation indicators. The questionnaire is submitted electronically by the trainees. The form of the questionnaire is approved by the K.E.DI.VI.M. Council for all programs. The Scientific Program Manager may add certain questions to the questionnaire, which may relate to the specific nature of their program.
2. A report on the implementation of each program is prepared by the Scientific Program Manager, which is submitted to the Council at the end of each cycle. This report is based on the program's implementation data, the trainees' questionnaires, and the achieved results.

Article 5. Process for Terminating Programs

1. A program may be terminated following a decision by the Center's Council, if requested in writing by the Director of Education, the President of the Center, or a Council member, for the following reasons:
 - i. More than half of the trainees have dropped out of the program or have already reached the maximum number of absences.
 - ii. There is an on-site report from the Director of Education, the President, or another Council member stating that the program was not conducted during the specified times and locations.
 - iii. There is an on-site report from the Director of Education, the President, or another Council member stating that the program was not carried out by the declared trainers.
 - iv. There is a complaint, sufficiently justified by several trainees, regarding poor overall organization of the program, whether they have discontinued participation or not.
 - v. Selected trainers and their substitutes have resigned, and there is no possibility of replacing them with others with the same qualifications and expertise, requiring a re-announcement that disrupts the schedule. In this case, the program is not canceled, but it is suspended.
 - vi. The Scientific Program Manager and the Deputy Scientific Program Manager resign. In this case, the program continues with a new Scientific Program Manager appointed by the Center's Council.
2. If the Center's Council finds that the conditions for the program's implementation are not being met, either towards the Institution or third parties, or that there has been some action or omission by the Scientific Program Manager that creates serious problems for the program's implementation according to the approved proposal and the Internal Operations Regulations, he has the right to terminate the program, exclude the Scientific Program Manager from participating in training programs or other activities of K.E.DI.VI.M. for up to two years.
3. In the event of program termination, tuition fees will only be refunded to those who continued participation and have not reached the maximum absence limit.

Article 6. Modification of Programs

1. Modification of any program is possible before its commencement with a decision from the Council, as proposed by the Scientific Program Manager.
2. Modification of the program is also possible during its implementation (i.e., during the execution of the educational process) in the following cases:
 - When the availability of the space ceases due to unforeseen external events.
 - When the availability of equipment ceases.
 - When requested in writing by 80% of the trainees.
3. The Center's Council approves the modified program, and the Academic Program Manager is responsible for informing all trainees and trainers within two working days.
4. It is not possible to modify the duration of the program or change more than 1/3 of the thematic units.

Article 7. Educational Material

1. The educational material, whether printed or electronic, aims to develop the knowledge and skills of the trainees and is created for the needs of each thematic unit. It may also include supplementary information or assistance for the trainees. The provided educational material can be in printed or electronic form and must cover all thematic units of each program. It must be free from third-party copyright or have been legally cleared for use according to the funding and management guide of E.L.K.E., be evaluated and approved by the Academic Program Manager, align with the program's objectives, and the content should be relevant to the syllabus. It must include questions, exercises, problems, comprehension tasks, and/or self-assessment, as well as relevant bibliographies. Therefore, the following do not constitute educational material:
 - a. The printing of teaching slides,
 - b. The printing of documentation forms for program execution,
 - c. The printing of equipment or software manuals.
2. Authors of educational material are entitled to compensation, which is justified and documented in the program's budget. To be eligible for compensation, authors must transfer the intellectual property rights of the educational material to the Center, unless otherwise specified by a bilateral agreement between the author and K.E.DI.VI.M.
3. Educational material also includes the provision of textbooks and manuals.
4. The validity of the educational material is assessed by the Academic Program Manager.

Article 8. Trainers Registry and Selection of Trainers

According to the applicable legislation, a Trainers Registry is established at the Center, managed by the Director of Education of K.E.DI.VI.M.

8.1. Categories of Trainers

Trainers for the Center's programs may include:

- a. Faculty members (D.E.P.) of UNIWA and all Greek and foreign universities,
- b. Researchers from research and technological organizations under Article 13A of Law 4310/2014,
- c. Visiting Professors, visiting researchers, contract researchers, cooperating professors, and instructors who have been assigned autonomous teaching responsibilities in formal education programs,
- d. Members of the E.E.P., E.D.I.P., and E.T.E.P. of UNIWA,
- e. Individuals registered in the Trainers Registry of K.E.DI.VI.M. of UNIWA

In exceptional cases and following a justified proposal by the Academic Program Manager, the K.E.DI.VI.M. Council may allow the teaching of laboratory courses by professionals with exceptional professional expertise, regardless of their educational level.

8.2. Trainers in Distance Programs

A prerequisite for participation in programs conducted using new distance learning technologies may include certified knowledge or experience in computer usage, as determined by the Scientific Program Manager. Certified knowledge is proven according to the current regulatory framework.

8.3. Selection of Trainers

1. For the implementation of training and lifelong learning programs, the Academic Program Manager selects trainers as specifically defined in paragraph 2. Any requests to the Special Account for Research Funds (E.L.K.E.) (such as requests for publication of calls or contract agreements) are submitted to the Economic and Administrative Support Unit (M.O.D.Y.) of E.L.K.E. by the Scientific Program Manager, following a relevant request from the Academic Program Manager. If a trainer is selected from the Trainers Registry or another individual is registered in the Registry after selection, the Scientific Program Manager submits the approval form for employment of the trainer(s) and a certification from the Director of Education confirming their inclusion in the relevant thematic field of the Registry.
2. Trainer selection by the Academic Program Manager occurs as follows:
 - a. From trainers who do not require an application to be included in the Trainers Registry (cases a to d of section 8.2), either directly, according to paragraph 3 of Article 243 of Law 4957/2022, or with an invitation sent by the Academic Program Manager exclusively to this category of trainers,
 - b. From those registered in the Trainers Registry of the Center, either directly, according to paragraph a of section 4 of Article 243 of Law 4957/2022, or with an invitation sent by the Academic Program Manager exclusively to this category of trainers,
 - c. Selection of third parties following a public call for interest, according to paragraph c of section 4 of Article 243 of Law 4957/2022, who – if selected – are registered in the Trainers Registry.
3. In cases a and b of section 8.2, when the procedure of a public call for interest is followed, it is posted on the Center's website and directed to the relevant category of trainers. Each invitation specifies the thematic fields, availability requirements, and specific criteria and qualifications for evaluating candidates. Applicants submit participation requests, as outlined in the invitation, and are evaluated by the Academic Program Manager based on the criteria set. After evaluation, the results are communicated to the Scientific Program Manager, who submits a request for approval of employment to the Research Committee, following the E.L.K.E. procedures in line with Law 4957/2022 and the Funding and Management Guide.
4. In special cases, the Council may approve a three-member committee for the selection of trainers, following a request from the Academic Program Manager. In cases of direct selection from the Trainers Registry, the Academic Program Manager submits a request for access to the Registry to the Director of Education, who then selects the trainer(s) from a specific thematic field according to the educational program's needs. In case c of section 8.2, the Academic Program Manager, in collaboration with the Scientific Program Manager, follows the E.L.K.E. procedures for public calls for expression of interest.

8.4. Rights and Obligations of Trainers

1. The Trainers of K.E.DI.VI.M. have the right to access the distance learning platform and educational materials for the proper implementation of the program, the right to access facilities, classrooms, and equipment of the Institution, which have been provided by the relevant responsible body for the implementation of the specific program, during specified hours and days and for a specific purpose, as well as any other right defined in their contract with E.L.K.E. of UNIWA.
2. The Trainers of K.E.DI.VI.M. are obliged to be impartial, to be punctual with their class schedules and the submission and posting of their educational materials, to be willing to recognize and correct mistakes, to

base their evaluations solely on merit-based criteria, as well as any other requirements explicitly specified by law and the Institution's regulations, to avoid any discrimination and not allow their professional behavior to be influenced by personal likes or dislikes, to behave respectfully towards their colleagues and trainees, to be polite, helpful, and to act promptly when issues arise. They must be consistent and fulfill all their obligations as stated in their contract with E.L.K.E. of UNIWA.

8.5. Inclusion in the Trainers Registry

According to Article 117 of Law 4957/2022, K.E.D.I.VI.M. establishes a Trainers Registry, supervised by the Director of Training. The Trainers Registry of K.E.D.I.VI.M. complies with the General Data Protection Regulation. The Registry is open to applications from candidates. The minimum academic qualification for inclusion in the Trainers Registry is a basic higher education degree from a Greek university (H.E.I.) or an equivalent recognized foreign qualification, in accordance with the applicable laws. If additional minimum qualifications are required for a specific subject area, this is stated in the approval decision of the subject area's establishment by the Council.

Applications for inclusion in the Registry are submitted electronically through a special platform on the Center's website. The application can be submitted for one or more of the subject areas defined by K.E.D.I.VI.M. Council. These areas may be revised or enriched with relevant decisions by the Center's Council, in line with the approved programs.

To apply for inclusion in the Trainers Registry, candidates must submit an electronic application with the required supporting documents, including a CV, educational qualifications, work experience, teaching experience with adults (in hours), certifications of other skills, etc. All foreign qualifications, certificates, and documents must be officially translated into Greek by an authorized authority.

The applications are evaluated by K.E.D.I.VI.M. Council, based on the recommendation of the Director of Training, and by a decision of the Council. If the minimum qualifications are met, the candidate is included in the Trainers Registry. K.E.D.I.VI.M. may request additional documents or proof from the applicants to verify the information in their application. In case of a positive evaluation, the applicant is registered in the Registry. In case of full or partial rejection of the application (for specific subject areas), the results of the evaluation are communicated to the applicant by email. If the applicant disagrees with the evaluation results, they may submit an appeal to the Center's Council within five (5) working days of the notification. K.E.D.I.VI.M. is not obliged to ensure compulsory participation in any of the Center's programs for all those included in the Registry. The assignment and contract formation are at the discretion of K.E.D.I.VI.M., and no claims from the applicants are permitted.

8.6. Proof of Certification of Training or Vocational Education

The training documents submitted by the applicant during the application must clearly state the training provider (public or private), the subject of the training, the duration and time period of the training (with a minimum of 25 hours), and any other details required by the applicable regulatory framework. Otherwise, the training will not be considered. Hours not listed in the certificate may be evidenced by the training program. Self-declarations by the applicant regarding training hours are not accepted.

8.7. Certification of Adult Educators

If the regulatory framework requires certification for Adult Educators, such a certificate is a necessary qualification for inclusion in the Trainers Registry.

8.8. Foreign Languages

Certification of foreign language proficiency, if required by the relevant call, must be based on the provisions of the current regulatory framework.

8.9. Work Experience

Certification of work experience, if required by the relevant call, must be provided by a certificate from the employer or the relevant social security agency, specifying the job description, employment period, and type of employment relationship.

Article 9. Selection of Trainees

1. Training programs are divided into self-contained and co-organized programs with external bodies (e.g., employment or entrepreneurship organizations, alumni organizations, etc.), and target professionals, young scientists, graduates, students, high school graduates, employees, and unemployed citizens.
2. Candidates must submit an application and CV, along with the documents (e.g., diploma, high school certificate) required by the call of each program.
3. The selection criteria for trainees are those approved by the Council and specified in the program proposal.

Article 10. Resources of the Center

The Center for Training and Lifelong Learning is entirely self-financed and does not receive funding from the regular budget of the Institution. The categories of resources for K.E.DI.VI.M. are defined in Article 123 of Law 4957/2022 (Government Gazette 141/21-07-2022, Volume A) and in Article 19 of the Internal Operating Regulations of the Center (Government Gazette 5592/21-09-2023, Volume B) and include the following:

- a. income from the organization and provision of educational, training, lifelong learning, and continuing education programs organized under the supervision and guidance of K.E.DI.VI.M.,
- b. income from the organization of seminars and conferences,
- c. funding from operational or other training and lifelong learning programs co-financed by the European Union or other public/private sector bodies or international organizations,
- d. donations, financial contributions, and sponsorships provided to K.E.DI.VI.M.,
- e. income from public or private sector bodies that assign K.E.DI.VI.M. to organize and implement educational and training programs for specific target groups of trainees,
- f. income from the development, production, and utilization of educational and other materials,
- g. income from conducting studies, providing services, and executing training projects related to lifelong learning,
- h. income from budget retention for each training program organized through K.E.DI.VI.M.

Clarification:

1. Regarding income from tuition fees paid by trainees, the scientific supervisors submit to the Council for approval the amount of the fees. The Scientific Supervisor may offer special discounts (up to 50%) for specific categories of trainees (e.g., unemployed, large families, disabled persons) as deemed appropriate, provided the program's sustainability.
2. In accordance with the provisions of paragraphs 4 of Article 237 and 5 of Article 448 of Law 4957/2022, the University Senate of UNIWA decided (Act No. 20/15-12-2022, Item 32) that the percentage withheld for E.L.K.E. for K.E.DI.VI.M. programs is set at 20% of total revenue, with 12% allocated for E.L.K.E.'s operational expenses and 8% for the operational expenses of K.E.DI.VI.M.

Article 11. Program Budget

1. The Scientific Supervisors submit, together with the proposal, an indicative budget, which specifies the expected number of participants, the anticipated total revenue, as well as the breakdown of expenses by category (e.g., rent, equipment, trainer fees, support staff fees, consumables). In preparing the budget, the relevant deductions decided upon and in force for the Center and the Research Committee of the Institution are taken into account. The cost of each educational program results from the sum of direct program-related expenses and indirect expenses for services provided by the Center and the University of West Attica.
2. The budget of each educational program includes a share of 8% of total gross revenues for the Center's indirect operational expenses, depending on the duration and requirements of the Program, in addition to the 12% share allocated to the Research Fund of the University of West Attica. These percentages may be modified by a decision of the University's Board of Directors. The expenses for the Center (K.E.D.I.V.I.M.) may include, for example:
 - Advertising and promotional expenses for K.E.D.I.V.I.M. that are independent of the executed or planned programs.
 - Fees for technical and administrative support for K.E.D.I.V.I.M.
 - Equipment expenses for K.E.D.I.V.I.M.
 - General operational expenses of K.E.D.I.V.I.M.
 - Reimbursement for travel expenses of the President, Council members, Director of Education, and/or the staff for issues related to the operation and development of K.E.D.I.V.I.M.
3. The budget for each program may also allocate up to 40% of total revenues (after the 12% and 8% deductions) for covering general operational expenses related to administrative/technical support and promotion and publicity of the Program by external entities.

The financial management of the programs is handled by the Research Committee (E.L.K.E.) according to the financial and administrative procedures outlined in the applicable legal framework and the Financial and Management Guide of E.L.K.E. at the University of West Attica. K.E.D.I.V.I.M. Board may submit requests to the E.L.K.E. Research Committee for personnel, procurement, and service contracts needed by the Center.

Article 12. Safety

1. For programs held within the facilities of the University of West Attica, the Scientific Supervisor is responsible for ensuring the safety of the premises.
2. For programs held outside the University premises, the hosting entity is responsible for the safety of the facilities and equipment. This entity designates a staff member as the responsible party to ensure the security of the premises. Programs held outside the University's premises can only take place in locations meeting the required safety and health standards, as certified by the safety officer of the respective external location to the Scientific Supervisor of the Program.

Article 13. Ensuring Premises and Equipment

1. Upon submission of the Program, the Scientific Supervisor defines the required teaching spaces (classrooms, laboratories) and the responsible staff members from the academic unit for those spaces where the Program will be conducted.
2. If any responsible staff member detects damages or wear and tear, they must inform the Scientific Supervisor of the Program in writing.

Article 14. Implementation of Programs Outside the University Premises

1. K.E.D.I.V.I.M. has the ability to organize educational, training, and development programs outside the University premises.
2. The process for approving these programs follows the same proposal submission procedure as for those held within the University's premises.
3. The hosting entity provides the training space and is responsible for its security.
4. The training space provided by the hosting entity must meet the safety and health standards according to applicable laws and must be certified by the safety officer of the respective external space to the Scientific Supervisor of the Program.
5. The bodies of K.E.D.I.V.I.M. have the same authority for control and evaluation, and the hosting entity agrees to this oversight and evaluation.
6. At the end of each program, the hosting entity prepares a completion certificate and submits it to K.E.D.I.V.I.M. through the Scientific Supervisor of the Program.
7. The handover document includes an evaluation of the program according to the evaluation regulations.

Article 15. Program Study Guide

For each educational program, a Study Guide is prepared by the Scientific Supervisor. The Study Guide, in accordance with this Regulation and the specific content of the Program, includes at least the following:

- The program's purpose.
- The structure of the program in teaching units and subunits.
- Terms of participation and attendance.
- The educational process.
- Rights and obligations of participants.

The attendance fees. It also specifies the type of certificate awarded to participants upon successful completion of the program. It details the educational objectives, teaching units, their duration, and credit units. Finally, any collaborating entities are mentioned.

Article 16. Educational Process

1. At the beginning of the program, all participants will receive:
 - a) The detailed program of the training.
 - b) All educational materials, as specified in the program proposal.
 - c) Access to the services provided by the program (e.g., e-learning platform).
2. The detailed program is communicated to all trainers and posted on the program's website.
3. Additional educational materials may be distributed during the course of the program.

Article 17. Detailed Training Program

The Detailed Training Program includes:

- The educational units of the Program, organized into Teaching Units.
- The responsible trainer for each unit.
- The location and hours of the training.
- The location and schedule of exams.
- The method of evaluation.

Article 18. Course Attendance

1. Attendance of the courses is mandatory. The participant is required to attend a percentage of classes, exercises, and applications as specified in the program's implementation proposal to be eligible to participate in the evaluation leading to the certificate of participation in the Program.
2. Exemption from attending part of the program is possible through the process of certifying prior knowledge. The certification of prior knowledge may concern either the theoretical or the applied part of the training.
3. Distance learning can replace both the theoretical and applied attendance if this is provided as an option in the program and the instructors have uploaded all the material to the e-learning platform in a timely manner.
4. Participants who discontinue their attendance or do not meet the required attendance threshold are not entitled to a refund of tuition fees or other contributions.
5. Participants who have attended part of the Program, but not the entire Program, or who have attended the full Program but did not participate in the assessment tests (when such tests are provided) do not receive the corresponding certificate, but may receive a simple attendance certificate for the parts of the course they attended, upon the decision of the Scientific Responsible.

Article 19. Documentation of Program Implementation

1. Participants must sign a special form recording their arrival and departure times for each day of training, which is also signed by the Instructor and the Scientific Responsible of the Program.
2. The form is submitted to the Secretariat of Training and Lifelong Learning Center (K.E.D.I.V.I.M.) under the responsibility of the Scientific Responsible.
3. Instructors must sign a special form for their arrival and departure times, which is kept by the Scientific Responsible of the Program. This form is submitted to K.E.D.I.V.I.M. at the end of the program.

Article 20. Distance Learning

1. Part of a program or even the entire training program may be offered remotely using electronic learning methods. The implementation process of distance learning must be presented in detail in the program.
2. Distance learning (e-learning), using Information and Communication Technologies, allows participants to follow the program from their location via the internet. An online learning platform can be used to manage electronic groups/classes and provide user access to them. The techniques of distance education can be distinguished as:
 - Asynchronous distance learning – a teaching process where the simultaneous presence of the instructor and participants is not required,
 - Synchronous distance learning – a teaching process where the instructor and participants are present in real time, but they do not need to be in the same place (videoconferences, webinars).
3. Distance learning must demonstrate:
 - Receipt of the educational material by the participants,
 - Time spent by the participants on the system,
 - Communication between the participant and the instructors,
 - Identification of the person responsible for managing the corresponding infrastructure (electronic learning platform).

Article 21. Test Requirements

1. No program is implemented unless a process for certifying successful attendance is foreseen.
2. Certificates or Diplomas of lifelong learning are only granted if the program includes knowledge and skills tests.

Article 22. Skills Certification and Types of Certificates

1. The Training and Lifelong Learning Center organizes and provides training programs, continuing education, vocational training, and other forms of lifelong learning that lead to the issuance of non-formal education certificates.
2. Successful completion of a program leads to the issuance of a certificate confirming its completion.
3. The structure of the Certificate is specific for each type of program (in-person, distance, or blended) and bears the signatures of the President and the Scientific Responsible. The certificate templates in both Greek and English are prepared and approved by the Center's Council. Issued certificates must prominently feature the current logo of the University of West Attica and the logo of K.E.D.I.V.I.M.
4. Certificates for programs in cooperation with other entities may include the name of the sponsor or the cooperating organizations, but this mention must be made in a distinguishing manner.
5. The Center issues the following certificates: Lifelong Learning Certificate, Continuing Education Certificate, and Professional Training Certificate.
6. To receive a Lifelong Learning, Continuing Education, or Professional Training Certificate, participants must have attended 80% of the classes, exercises, and applications to be eligible for the final evaluation and must have sufficiently covered at least 60% of the required knowledge, skills, and competencies during the final evaluation.
7. Participants who either did not attend 80% of the classes, exercises, and applications or did not cover 60% of the required knowledge, skills, and competencies of the program will be issued an Attendance Certificate, but not a full certificate.
8. It is possible to obtain certification of prior knowledge in order to be exempted from attending and testing parts of a program's content.
9. K.E.D.I.V.I.M. acknowledges the necessity of participation in the European Credit Transfer System (ECTS and European Credit System for Vocational Education and Training, ECVET), and for this purpose, it monitors relevant developments and adopts the system. For lifelong learning and training programs corresponding to EGF-5 to EQF-8 levels, participants who have successfully completed them are awarded ECTS credits. According to current legislation, one (1) ECTS credit corresponds to twenty-five (25) to thirty (30) hours of workload. The Council has adopted a workload calculation algorithm for ECTS, which assumes a ratio of one (1) hour of laboratory/seminar/exercises to one (1) hour of workload, one (1) hour of theoretical instruction conducted in-person or through synchronous distance learning to three (3) hours of workload, and one (1) hour of theoretical instruction conducted via asynchronous distance learning to two (2) hours of workload. Continuing professional education or training programs may also distribute ECVET points, reflecting the measurable learning outcomes, i.e., the knowledge, skills, and competencies acquired by a participant in a program. The total learning outcomes (100%) are allocated proportionally to each subject, not necessarily equally. ECVET points are calculated based on the assumption that 60 ECVET points are awarded for learning outcomes achieved in one full year of study. In this case, 60 ECVET points correspond to approximately 1,500 hours of theoretical time required to achieve the learning outcomes.
10. To award credits, successful evaluation (testing) of the learning outcomes pursued is required.
11. Participation in internal evaluation processes to ensure the quality of the program is mandatory for receiving the Certificate.
12. Certificates and their corresponding supplements are signed, issued, and distributed according to the decisions of K.E.D.I.V.I.M. Council. The signed Continuing Education Certificates, Certificate Supplements, and Attendance Certificates are kept in the K.E.D.I.V.I.M. Archive. Participants will be provided with copies of these certificates within a reasonable time after completing the program or upon submitting a relevant

request.

Article 23. Program of Secretariat Support

It is possible to staff the Program with secretarial support personnel, following the recommendation of the Scientific Responsible and approval from the Center's Council and the Research Committee of the University's ELKE. Personnel is selected according to Article 243 of Law 4957/2022, and the procedures outlined in the ELKE Funding and Management Guide of the University of West Attica are followed.

Article 24. Publicity of Programs

K.E.D.I.V.I.M. ensures the promotion of the educational programs it organizes. The promotional activities may include, but are not limited to, posting information on the internet and social media, distributing press releases and announcements through print and electronic media. In any case, information about all programs is posted on the K.E.D.I.V.I.M. website.

A K.E.D.I.V.I.M. program may be promoted independently at its own expense and under the responsibility of the Scientific Supervisor. In this case, for presentations, reports, or printed materials related to the educational and training activities, as well as for all communication activities such as cards, press releases, newsletters, and social media, the use of UNIWA logo is permitted without prior approval.

In the case of organizing an educational program in collaboration with another entity, the collaborating entity is entitled to promote the program by referencing its collaboration with K.E.D.I.V.I.M. of UNIWA. This reference is strictly limited to the specific program. Specific terms may be included in the collaboration agreement. In any case, UNIWA retains all rights to its name and logo, and the collaborating entity does not acquire any general license or related right to use them in the context of collaboration with K.E.D.I.V.I.M. without prior approval from UNIWA Senate.

If the programs are funded by national or community bodies, referencing the funding sources is mandatory in any public communication.

Article 25. Final and Transitional Provisions

Issues that are not adequately addressed by this Study Regulation may be regulated by decisions of K.E.D.I.V.I.M. Council, the Senate, and/or other governing bodies of the University of West Attica, according to their respective competencies, unless there is a binding provision to the contrary.