



UNIVERSITY OF WEST ATTICA

TRAINING AND LIFELONG LEARNING CENTER



TRAINER REGISTER REGULATION

ARTICLE 1. INTRODUCTION

The Training and Lifelong Learning Center (K.E.DI.VI.M.) of the University of West Attica (UNIWA) is a unit of the Institution that ensures coordination and interdisciplinary collaboration in the development of training programs, continuing education, vocational training, and general lifelong learning. The provision of each program for training, continuing education, vocational training, and general lifelong learning, whether in-person or remotely, beyond undergraduate, graduate, and doctoral studies, is exclusively offered through the Training and Lifelong Learning Center (K.E.DI.VI.M.) The Training and Lifelong Learning Center (K.E.DI.VI.M.) of UNIWA operates according to Law 4957/2022 and its Operational Regulations, as they apply from time to time. According to this institutional framework, a Trainer Register is established within the Center, under the responsibility of the Director of Education of the Training and Lifelong Learning Center (K.E.DI.VI.M.).

ARTICLE 2. CATEGORIES OF TRAINERS

Trainers in 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 and visiting researchers, contract researchers, collaborating professors, and instructors assigned independent teaching tasks in formal education programs,
- d) Members of the Special Teaching Staff (E.E.P.), Special Laboratory Teaching Staff (E.D.I.P.), and Special Technical Teaching Staff (E.T.E.P.) of UNIWA,
- e) Those registered in the Trainer Register of the Training and Lifelong Learning Center (K.E.DI.VI.M.) of UNIWA.

ARTICLE 3. TRAINERS IN DISTANCE LEARNING PROGRAMS

A prerequisite for participation in programs implemented using new technologies for distance learning may be certified knowledge or experience in handling computers, as determined by the Scientific Supervisor. Certified knowledge is demonstrated in accordance with the applicable legal framework.

ARTICLE 4. SELECTION OF TRAINERS

For the implementation of training and lifelong learning programs, the Academic Supervisor proceeds with the selection of trainers as specifically defined in paragraph 2 of this article. All requests to the Special Account for Research Funds – SARF (such as requests for publishing invitations or concluding contracts) are submitted to the Economic and Administrative Support Unit (M.O.D.Y.) of SARF by the Scientific Supervisor, following a relevant written request from the Academic Supervisor. In the case

of selecting a trainer from the Trainer Register or a third party who registers in the Register after selection, the Scientific Supervisor submits the approval form for employment and a certification from the Director of Education, which confirms the inclusion of the trainer(s) in the specific Thematic Area of the Register.

The selection of trainers by the Academic Supervisor is as follows:

- a) Among trainers for whom no application for inclusion in the Trainer Register is required (cases a to d of Article 2 of these Regulations), either directly, in accordance with paragraph 3 of Article 243 of Law 4957/2022, or by invitation directed exclusively to this category of trainers,
- b) Among those registered in the Trainer Register of the Center, either directly, according to case a of paragraph 4 of Article 243 of Law 4957/2022, or by invitation directed exclusively to this category of trainers,
- c) Selection of third parties through a public call for interest, according to case c of paragraph 4 of Article 243 of Law 4957/2022, who—if selected—will be registered in the Trainer Register.

In cases a and b of paragraph 2 of this article, when a call of interest is followed, it is posted at least on the Center's website and directed to the corresponding category of trainers. Each call specifies the thematic fields, availability requirements, and criteria for evaluating candidates. Interested individuals submit an application as described in the invitation, which is evaluated by the Academic Supervisor based on the criteria defined. Upon completion of the evaluation, the result is communicated to the Scientific Supervisor, who submits a request for employment approval to the Research Committee following the procedures of SARF. according to Law 4957/2022.

In special cases, the Council may approve a three-member committee for selecting a trainer, upon a relevant request from the Academic Supervisor. If selection is made directly from the Trainer Register, the Academic Supervisor, after requesting access to the Register from the Director of Continuing Education, proceeds with selecting the trainer(s) from specific Thematic Area(s) based on the program's needs.

ARTICLE 5. RIGHTS AND OBLIGATIONS OF TRAINERS

Trainers of the Training and Lifelong Learning Center (K.E.DI.VI.M.) have the right to access the distance learning platform and educational material for the proper implementation of the program, access to the institution's facilities, classrooms, and equipment allocated for the program, during specified hours and for a specific purpose, as well as other rights outlined in their contracts with the SARF of UNIWA.

Trainers are obliged to be impartial, to comply with their teaching schedule and the submission of their educational material, to acknowledge and correct errors, to base evaluations solely on meritocratic criteria, and to adhere to all legal and institutional regulations, avoiding any form of discrimination. They are expected to behave respectfully towards colleagues and trainees, to be polite and helpful, and to act promptly in response to any arising issues. Trainers must fulfill all duties as outlined in their contract with the SARF of UNIWA.

ARTICLE 6. INCLUSION IN THE TRAINER REGISTER

According to Article 117 of Law 4957/2022, a Trainer Register is established within the Training and Lifelong Learning Center (K.E.DI.VI.M.) with the Director of Education being responsible for it. The

Register complies with the General Data Protection Regulation. The Register is open to applications from candidates, and the minimum academic qualification for inclusion is a bachelor's degree from a recognized institution in Greece or abroad. If additional qualifications are required for a thematic field, this is stated in the approval decision for the establishment of the thematic field by the Council.

Applications for inclusion are submitted electronically through a dedicated platform on the Center's website, specifying one or more thematic fields. The application must include required documents such as a CV, academic degrees, work experience, teaching experience with adults, certifications, etc. All foreign documents must be officially translated into Greek by the appropriate authority.

Applications are evaluated by the Council of the Training and Lifelong Learning Center (K.E.DI.VI.M.), following the Director's recommendation. If the minimum required qualifications are met, the candidate is included in the Register. The Training and Lifelong Learning Center (K.E.DI.VI.M.) of UNIWA. may request additional documents for verification. In case of partial or full rejection of the application, the candidate is notified via email. If the candidate disagrees with the evaluation, they may file an appeal within five working days. Inclusion in the Register does not guarantee participation in any programs, as it is at the discretion of the Training and Lifelong Learning Center (K.E.DI.VI.M.) to assign programs and sign contracts.

ARTICLE 7. THEMATIC FIELDS OF THE TRAINERS' REGISTER

The application for inclusion in the Trainers' Register is submitted in one or more of the following thematic fields, as defined by the Council of the Training and Lifelong Learning Center (K.E.DI.V.I.M.):

THEMATIC FIELDS

Education and Communication	Education and Care in Early Childhood	Platelets
Aesthetic Laser Applications	Aesthetics	Aesthetic Gymnastics
Radiology	Recognition, Prevention, and Handling of Moral Harassment	Food Analysis
Development of Empathy Skills in Patient Empowerment	Development of Emotional Intelligence	Development Projects and Spatial Planning
Chronic Respiratory Patient and Critically Ill Patient Assessment in ICU	Reliability	Archaeometry
Archival Science – Library Science	Interior Architecture	Architectural Composition
Architectural Design	Exercise and Physical Activity	Workplace Safety and Hygiene
Autologous Transfusion	Automation in Production and Services	Spatial Data Foundations
Basic Principles of Antisepsis, Aseptic, and Clean Techniques	Acupuncture	Biosciences
Biosciences	Biomedical Sciences	Biomedical Informatics
Biomedical Technology	Biomedical Acupuncture	Industrial Design and Manufacturing
Industrial Chemistry and Innovative Products	Biostatistics	Biophysics
Gerontology – Geriatrics	Geodesy	Geoinformatics and Land Management
Geotechnical Engineering	Geospatial Technologies	Geriatrics
Cognitive Science	Graphic Design	Dermatology
Public Health	Diabetology Nursing	Corrosion, Wear, and Material Protection
Diagnostic Methods of Non-Destructive Testing and Analytical Chemistry	Interactive Multimedia	Intercultural Education
Nutrition and Metabolism	Dietetics	Knowledge Management
Management and Optimization of Energy Systems	Conflict Management in Healthcare Workplaces	Collection and Set Management
Chronic and Acute Pain Management	Teaching Informatics, STEM, and Robotics in Primary and Secondary Education	Communication Networks
Computer Networks	Business Administration	Health and Welfare Unit Administration
Tourism Management	Business Administration (Management)	Correctional Psychology

Structural and Composite Materials	Structural Works	Structural Engineering
Pelvic Floor Dysfunction	Aesthetic Special Therapies	Special Education
Visual Arts Applications	Introductory Concepts – Qualitative Prediction Methods – Crisis Analysis	Education and Educational Technologies
Educational Methods for Program Implementation	Educational Design	Endocrinology
Energy and Environmental Projects	Energy Systems	Enhancing Mental Resilience
Embedded Systems	Data Mining	Laboratory Method Verification and Clinical Laboratory Accreditation
Respiratory Pattern Re-education in Healthy and Sick Individuals	Emergency Nursing	Epidemiology
Communication and Data Networks	Wine, Vine, and Beverage Sciences	Health Sciences
Surface and Interfacial Science and Properties	Materials Science and Engineering	Color Science and Technology
Food Science and Technology	Tourism and Hospitality Businesses	Laboratory Issues in Spermatology
Laboratory Hematology	Laboratory Diagnosis of Metabolic and Autoimmune Diseases	Occupational Therapy
Ergonomics	Research – Rescue – Safety	Interior Architecture
Computer Applications	Applied Environmental Protection Policies and Techniques	Electrical Industrial Systems and Automation
Electroacupuncture	Electrical Engineering	Electronics
Electronics and Materials	Biosafety Issues	Photography and Video Theory and Techniques
Learning Theories in Theoretical Sciences	Medical Physics	Cardiotocography
Distributed Systems	Construction Technology	Classical and Modern Photographic Applications and Approaches
Clinical Applications of Dressings and Negative Pressure	Textile Engineering	Community Health
Social Work	Pregnancy	Functional Assessment and Re-education of Respiratory Patients
Lymphatic System	Software	Accounting
Midwifery	Marketing	Biomedical Sciences Service Marketing
Health Sciences Service Marketing	Aesthetic Service and Product Marketing	Research Methodology
Negative Pressure Method	Information Transmission and Processing	Transport, Environment, and Project Management
Mechanical Engineering	Musculoskeletal – Neurological – Rheumatological Dysfunction	Naval Architecture
Naval Engineering	New Technologies in Shipping and Transport	New Technologies in Education
Neuroendocrinology	Neuroscience	Neurology – Neurophysiology
Neurological Physiotherapy	Neurological Physiotherapy – Electrotherapy	Nursing
Nursing Research – Biostatistics and Physiology – Pathophysiology	Surgical Nursing	Pathology – Pathology
Oncology Rehabilitation	Oncology Nursing	Dental Technology
Optical Communication	Audiovisual Arts	Substance Environment Actions
Pathophysiology	Pedagogy	Pedagogy and New Technologies
Traditional Acupuncture	Obesity – Cellulite	Environment and Health
Environmental Sustainability	Environmental Education	Platelet-Rich Plasma
Information Systems	Information Systems and Decision Making	Informatics and Computers
Food Quality and Safety	Quality Control	Health Policies
Civil Engineers	Quantitative Forecasting Methods – Time Series – Analytical Models	Health Promotion and Prevention
Child and Adolescent Mental Health Promotion	Advanced Industrial Production Systems	Advanced Technologies in Naval Architecture & Naval Engineering
Innovative Leadership Approaches	Robotics	Statistical Data Processing with Specialized Software
Understanding and Application	Modern Compresses	Modern Conservation Materials
Medical Research Writing	Image Synthesis	Conservation of Antiquities and Artworks
Physiotherapy Counseling		Biomedical Technology Systems and Methods
Control Systems	Electrical Power Systems	
Unmanned Aerial Systems (UAVs) UAV (Unmanned Air Vehicle)/UN (Unmanned Vehicle)	Information Systems	Computer-Aided Design and Printing
Graphic Design	Apparel Design	Microteaching Design and Implementation
Educational Program Design	Medical Research Writing Methodology and Design	Artificial Intelligence
Safety Technicians	Graphic Arts Technology	Wine Production Technology
Beer Production Technology	Computer Science and Information Technology	Drone Technologies

IoT Technologies	Internet and Multimedia Technologies	Sound, Video, and Transmission Technologies
Information Technologies	Information and Communication Technologies in Education	Information Technologies in Medicine and Biology
Telecommunications, Informatics, and Signal Processing	Childbirth	Toxicology
Topography and Geoinformatics	Occupational Health and Safety	Hydraulic Engineering
Computer Materials	Hypertrichosis – Hirsutism	Computational Systems
Pharmacology	Physiotherapy	Physiotherapy – Upper Limb Rehabilitation
Physiotherapy – Geriatrics	Physiotherapy – Oncology	Physiology
Photogrammetry	Photography	Cartography
Finance	Space and Visual Arts	Digital Soil Models
Digital Systems	Digital Applications in the Protection and Promotion of Cultural Heritage	Digital Technologies in Education
Digital Transformation and New Technologies	Cosmetics	Auriculotherapy
Business Consulting in the Olive Oil Sector	Psychology	Psychiatry
Orthopaedic Medicine	Law	Internal Medicine
Domestic Violence	Juvenile Delinquency	Human Rights
Pediatric Medicine	Professional Foster Care	Bullying
Prevention and Response to Violence	Foster Care and Adoption	

ARTICLE 8. PROOF OF CERTIFICATION OF TRAINING OR EDUCATION

The documentation for training within the framework of non-formal education submitted by the applicant during their application must clearly include the following: the training provider (public or private), the subject of the training/education, the duration of the training/education, the period of the training, the total number of hours (at least 25 hours), and anything additional stipulated by the current regulatory framework. Otherwise, the training/education will not be considered. Hours not specified in the relevant certificate can be proven by the curriculum of the training. Declarations by the candidates themselves confirming training hours are not accepted.

ARTICLE 9. CERTIFICATION OF ADULT EDUCATORS

If the regulatory framework requires certification for Adult Educators, this certification is a necessary qualification for inclusion in the Trainers' Register.

ARTICLE 10. FOREIGN LANGUAGES

Certification of foreign language proficiency, if required by the relevant announcement, is evidenced based on the provisions outlined in the current regulatory framework.

ARTICLE 11. WORK EXPERIENCE

Certification of work experience, if required by the relevant announcement, is provided by a certificate from the employer or the relevant social security body, which must clearly indicate the nature of the work and the period of employment, as well as the type of employment relationship.