



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

**Annex 14**  
**Operating Rules and Regulations of the  
Training and Lifelong Learning Centre  
of Democritus University of Thrace**

**Komotini 2024**

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## **Article 1 - Institutional operating framework**

With decision No. 77/52/21.12.2017 of the Senate of the Democritus University of Thrace (DUTH) the establishment of the Training and Lifelong Learning Centre of the Democritus University of Thrace (hereinafter TLLC-DUTH or Centre) was approved. Ministerial Decision 63396/Z1/23.04.2018 establishing TLLC-DUTH was published in the Government Gazette in Series II, No. 1600/09.05.2018.

The Centre is an independent academic unit of the Democritus University of Thrace and its governing bodies are distinct from those of the Democritus University of Thrace.

TLLC - DUTH is exclusively governed by the provisions of Chapter L (Articles 112-123) of Law 4957/2022 (Government Gazette Series I, No 141/21.7.2022), as amended by the provisions of Chapter I (articles 68 to 72) of Law 5094/2024 (Government Gazette Series I, No 39/10.03.2024) and the present Operating Rules and Regulations, which all parties involved must accept and comply with.

The Centre is automatically integrated into the Register of Lifelong Learning Centres of article 61(1)(a) of Law 4763/2020 (Government Gazette, Issue I, No 254) of the General Secretariat of Vocational Education, Training, Lifelong Learning and Youth and is excluded from articles 52 – 62, 65 and 66 of Law 4763/2020, with the exception of the obligation to update the information system (article 61) no later than 30 June of each year pursuant to the provisions of article 63 of the same law.

The content of the present Operating Rules and Regulations is harmonised and specifies the provisions of the current institutional framework, and in particular Articles 112-123 of Law 4957/2022 (Government Gazette Series I, No 141), as amended by the provisions of Articles 68-72 of Law 5094/2024 (Government Gazette Series I, No 39). More specifically, it determines the purpose, organisation and operation of TLLC-DUTH and the procedures for coordinating and managing educational and training programmes, that are not related to formal education programmes. It also supplements the applicable financial and administrative management procedures of Special Account for Research Funds-DUTH.

### **Clause 2 - Purpose**

1. The purpose of TLLC-DUTH is to organise all types of educational and training programmes that do not pertain to formal education programmes. To that end, DUTH's scientific human resources and infrastructure are utilised in activities and programmes that target the Greek and international community, aim at the certified education and training of human resources, and either modernise and/or upgrade knowledge, abilities and skills acquired through formal and informal education, vocational specialisation and initial vocational training, or function as a supplement to work experience, facilitating entry or re-entry into the labour market, or by ensuring job security, while enhancing professional and personal development and strengthening the connection between the country's industries and economic sectors, and Democritus University of Thrace.

More specifically, the main actions of TLLC-DUTH are:

- α. to organise, develop and provide continuing education, non-formal learning, continuing vocational training, re-gaining of skills, upgrading of skills, general training of adults, counselling and career guidance and lifelong learning programmes in general to DUTH students and graduates, as well as to the general population;
- β. to provide modern knowledge and skills based on advancement in science, technology and the economy, as well as the changes brought about by new professions and specialisations in the structure of employment;
- γ. to assist in educating and training adults based on teaching objectives and the achievement of specific learning outcomes, in accordance with European and international standards;
- δ. to organise, develop and provide programmes in the form of winter and summer schools;

- ε. to organise workshops, conferences and seminars on issues related to the Centre's activities;
  - σ. to develop and produce print and digital training materials;
  - ζ. to enter into agreements for the organisation and implementation of programmes aimed at training personnel from private or public sector entities;
  - η. to prepare studies and opinions on issues related to the Centre's activities;
  - θ. to create proposals for educational policy and the advancement of Lifelong Learning, based on monitoring of developments in the field, the relevant European and national policies and institutional changes and regulations;
  - ι. to conclude programme agreements related to the Centre's activities;
  - α. to collaborate with TLLCs of other Greek or foreign universities, with research and technological entities of Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) and with other research and technological entities for the development of joint educational actions;
  - ιβ. to provide accreditation for Qualifications as part of the development of an accreditation system for the outputs of non-formal and informal education and training.
2. The organisation and development of actions that fall under the purpose of TLLC-DUTH cannot be developed individually by DUTH staff or other DUTH bodies, except as expressly provided by law.

### **Article 3 - Governing Bodies**

1. The governing bodies of TLLC-DUTH are: a. the TLLC-DUTH Council; b. the President of the TLLC-DUTH Council.
2. Following a recommendation from the Rector, the TLLC-DUTH Council is established by decision of the Senate; it consists of the Rector or one (1) of the Vice Rectors, as its President, to whom the field of lifelong learning is assigned, and one (1) representative from each DUTH School, following a recommendation by the Faculty's Deanery. The Deanery of each School, at the request of the President of TLLC-DUTH, proposes one (1) regular and one (1) alternate representative. The Rector recommends the composition of the Council to the Senate.
3. Members of TLLC-DUTH Council may only be members of Teaching Research Staff (faculty members), highest in the priority list are faculty members holding the title of Professor or Associate Professor. Preference is given to individuals with teaching experience as well as expertise in organising and delivering educational and training programmes for lifelong learning, along with experience in project design, administration, and management. Council members represent as much as possible the disciplines covered by DUTH. The term in office of members of the TLLC-DUTH Council shall be three years.
4. A Continuing Education Director is appointed at TLLC-DUTH, by decision of the Senate, following a public invitation to the academic community of DUTH, which is brought forward by the DUTH Rector. The Continuing Education Director participates in the TLLC-DUTH Council without voting rights.

### **Article 4 – Council**

1. TLLC-DUTH Council has the following powers:
  - a) to plan TLLC-DUTH's policies for developing projects and programmes in training, continuing education, vocational training, and lifelong learning in general, in accordance with the DUTH Strategic Plan;
  - b) to evaluate and approve requests for establishing new training and educational programmes by TLLC-DUTH according to article 121 of Law 4957/22, notify the relevant decisions to the Senate and the Governing Council of DUTH, and send them, if necessary, to other bodies such as the Ministry of Education & Religious Affairs or the Hellenic Authority for Higher Education (HAHE);
  - c) to establish expert committees with the purpose of improving the quality, accessibility and efficiency of TLLC-DUTH programmes, and linking them to labour market needs;

- (d) to oversee the operation of training programmes, continuing education, vocational training, and lifelong learning programmes in general.;
- e) to provide an opinion to the Senate on the five-year development planning of TLLC-DUTH and prepare an annual action plan, to be communicated to the Senate and the DUTH Governing Council;
- f) to submit proposal to the Senate regarding the drafting of the Internal TLLC-DUTH Operating Rules and Regulations and the organisational structure of its services;
- g) to assign the preparation of studies and research related to the powers of TLLC-DUTH or to make recommendations on specialised issues related to its powers;
- h) to determine the internal assessment process for TLLC-DUTH programmes in accordance with the requirements of the relevant quality standard of Hellenic Authority for Higher Education (HAHE), and the specific guidelines and instructions of the Quality Assurance Unit (QAU);
- i) to periodically assess TLLC-DUTH educational programmes as regards their accessibility, sustainability and feasibility;
- j) to recommend to the governing bodies of the DUTH Special Account for Research Funds (SARF) topics related to the management of training programmes as SARF projects/programmes and the cooperation of SARF and TLLC-DUTH, as well as cooperation with the DUTH Property Development and Management Company;
- k) to organise TLLC-DUTH workshops, conferences and seminars,
- l) to make recommendations regarding the percentage withheld on the revenue of programmes managed by the Centre to the Governing Council, as a resource for covering the general expenses of TLLC-DUTH;
- m) to provide an opinion to the Senate on the selection of the of the Continuing Education Coordinator of TLLC-DUTH;
- n) to ensure the physical and electronic accessibility of people with disabilities and with special educational needs to TLLC-DUTH programmes;
- o) to make recommendations to the DUTH Governing Council for the approval of the initial budget, and to notify it of any budget amendment during the year, provided that it does not exceed, in total, twenty-five per cent (25%) of the initially approved TLLC-DUTH budget;
- p) to make recommendations to the DUTH Senate to approve the report of TLLC-DUTH, and prepare and send to the Senate an activity report;
- q) to decide on incentives to increase participation in TLLC-DUTH programmes and prepare a fee reduction policy for the participation of members of socially vulnerable groups, people with disabilities/chronic diseases, unemployed, students and other categories;
- r) to approve the expenditures necessary for the operation of TLLC-DUTH in accordance with the approved budget and approve the reform of the budget subject to subparagraph (o);
- s) to decide on the policies for the promotion and publicity of the TLLC-DUTH training programmes and activities, and to that end to prepare a set of publicity rules;
- t) to collaborate with all DUTH services for the proper operation and implementation of the educational programmes it manages;
- u) to approve the registration of the Educators in the Educator Register of TLLC-DUTH;
- v) to collaborate with SARF-DUTH to monitor the collection of its resources;
- w) to recommend to the Governing Council the conclusion of agreements with bodies with which it collaborates, as well as all types of cooperation contracts and programming agreements;
- x) to exercise any other power that relates to the powers of TLLC-DUTH and has not been specifically assigned to any other body.

2. By decision of the TLLC-DUTH Council, part of its powers may be transferred to the President of the Council.

3. The Council of the Centre shall meet in ordinary meetings set at the beginning of the academic year and, exceptionally in the event of an urgent matter, at the invitation of the President to its members, which shall be sent electronically to the members at least 48 hours prior to the date of the Meeting. The invitation shall state the place, date, time of the meeting, the method of holding the meeting - whether in person, by teleconference or mixed- and the items on the Agenda, and shall provide access to the relevant material (recommendations, requests, etc.) on the items to be discussed. The Council meets legally when more than half of the Council members are physically present or participate via teleconference applications. There must be a quorum throughout the meeting. If during the first meeting it is found that there is no quorum, the Council shall be re-convened to a meeting, which shall take place twenty four (24) hours later with the same agenda, with all members present, but no less than three (3). Decisions are made by absolute majority of the members present, and in the case of a tie the President has the casting vote. The meeting is attended, without the right to vote, by the Continuing Education Coordinator, as well as the Head of the Centre's Administrative Support Department, who keeps minutes; said minutes are signed by the President of the Council. The President may invite, in person or electronically, for producing information or evidence, staff or other persons who then leave the discussion of the item for which they were invited, when they are unable to provide additional information. If the President of the Council is unable to attend, then he will be replaced by the most senior member sitting in the Council. The President's signature is sufficient to give effect to every act and/or decision of the Centre. As for the rest, Article 44 of Law 4957/2022 and the Code of Administrative Procedure shall apply.

#### **Article 5 - President of the Council**

1. The President of the Council of TLLC - DUTH has the following powers:

- a) to convene the Centre's Council, prepare the agenda and make recommendations on the items, or appoint a rapporteur and preside over the proceedings of the Council of TLLC-DUTH;
- b) to supervise the implementation of the policy and the realisation of the TLLC-DUTH strategic plan;
- c) to ensure that the resolutions and decisions of the Council, the Senate and the Internal Operating Rules and Regulations of TLLC-DUTH are implemented;
- d) to head the services of TLLC-DUTH and make recommendations to any service or competent body of DUTH on matters related to TLLC-DUTH powers;
- e) to recommend to the DUTH Senate, following an opinion from the TLLC-DUTH Council, the selection of the Continuing Education Coordinator;
- f) to sign certificates awarded by TLLC-DUTH, after the Scientific and Academic Coordinator have confirmed the successful completion of every programme;
- g) to monitor and take all necessary measures for the proper operation of the Centre.

2. By act of the President of TLLC-DUTH, another member of the Council may be authorised to exercise part of the powers of paragraph 1.

#### **Article 6 – Continuing Education Director**

1. The Continuing Education Director of TLLC-LBB is appointed by decision of the DUTH Senate in accordance with article 3(4) hereof; his term is three years, together with that of the Council of the Centre.

2. A member of the Teaching Research Staff (Faculty Member), Special Teaching Staff or Laboratory Teaching Staff of DUTH with experience in designing, implementing or assessing education, training and vocational training projects may be appointed by the Continuing Education Director. The Director is not entitled to any additional fee or compensation for his duties.

3. The Continuing Education Director has the following powers:

- a) assists the governing bodies of TLLC-DUTH in the implementation of the Centre's policy with regard to lifelong learning;
- b) supervises and coordinates the provision of TLLC-DUTH services, the organisation and implementation of its programmes, and monitors the institutional framework regarding lifelong learning, as well as the national and international developments;
- c) ensures the quality upgrade of training, vocational training, continuing education, and lifelong learning programmes in general, based on adult education theory and techniques;
- d) monitors and ensures the implementation of the resolutions of the administrative bodies of TLLC-DUTH regarding the growth of lifelong learning;
- e) collaborates with the Scientific Coordinators of the programmes and their Academic Coordinators on any necessary matter related to the monitoring of the programmes provided through TLLC-DUTH;
- f) monitors the implementation of the TLLC-DUTH Annual Action Plan and Multiannual Development Plan;
- g) is responsible for the proper maintenance of the Educator Register, the Evaluator Register and the Trainee Register of TLLC-DUTH;
- h) makes recommendations to the governing bodies on matters relating to the operational needs of TLLC-DUTH;
- i) exercises any other power assigned to him by the administrative bodies of TLLC-DUTH.

#### **Article 7 - TLLC-DUTH Administrative Support**

1. TLLC-DUTH is administratively supported by the Administrative Support Department, which is staffed with regular DUTH staff and additional scientific, administrative and technical staff to cover its needs following a decision by its Council, which is selected in accordance with Article 243 of Law 4957/2022. The expenses for the salaries of the additional staff are exclusively borne by the budget to which TLLC-DUTH resources are credited and are not borne by DUTH's ordinary budget.

2. The Administrative Support Department of TLLC-DUTH is responsible for the administrative and secretarial support of the Training and Lifelong Learning Centre of DUTH. More specifically, this Department has the following powers:

- Provides administrative support for Council meetings, keeps minutes and ensures the execution of relevant decisions, keeps records and arranges the procurement procedures for necessary materials.
- Keeps the TLLC-DUTH protocol and general archive, produces and reproduces documentation and printed material.
- Cooperates and briefs the Training Director, the President and the members of the Council on the applicable legislation, as well as any legal and general administrative issues that arise under the applicable legislation.
- Cooperates with the competent services on incoming items and draws up the Agenda.
- Sends the invitation with the items on the agenda, the relevant recommendations and information material of every meeting to the members of the Centre's Council, and keeps the minutes of the Council meetings in accordance with the provisions of the University's internal Rules and Regulations and the TLLC-DUTH Regulation.
- Processes all Council decisions and posts the relevant notices on the Centre's website.
- Monitors and ensures that the equipment needs are met and that the existing equipment of the Secretariat is maintained.
- Keeps a record (printed or digital) of the programmes implemented and the certificates granted.
- Keeps a record of documents, decisions and minutes.

- Prepares and processes documents to University agencies and services via e-mail or central Protocol.
  - Complies with the enrolment procedure, matters concerning the organisation of the training programme, the start and end of every training programme, as well as any issue concerning the attendance of trainees.
  - Keeps an electronic personal file of trainees from the date of enrolment until the completion of their training.
  - Grants certificates to trainees.
  - Oversees the Centre's internal and external evaluation procedures.
  - Collects requests related to supplies – services for the needs of TLLC-DUTH.
  - Arranges for the organisation and support of relevant summer schools (with ECTS), training seminars, conferences, workshops and lectures.
  - Studies and implements the institutional framework that pertains to the operation of TLLC-DUTH programmes.
  - Ensures that the TLLC - DUTH Council Meetings are convened, and collects, prepares and processes issues within the remit of the Centre's Council.
  - Keeps a record of the documents, resolutions and minutes of the TLLC-DUTH Council meetings, submits recommendations to the TLLC-DUTH Council, the Governing Council and the Senate of the University, and duly disseminates the relevant decisions.
  - Ensures that the TLLC-DUTH Internal Operating Rules and Regulations is drawn up, updated or amended.
  - Communicates and cooperates with the services of the Ministry of Education on TLLC-DUTH matters and issues.
  - Coordinates the timely preparation and publication of a call for expressions of interest for the programme.
  - Monitors and updates the TLLC-DUTH website.
  - Ensures that TLLC-DUTH produces an annual revenue-expenses statement and report.
  - Hires staff to conclude contracts for TLLC-DUTH.
  - Any other powers provided for by the relevant provisions of the legislation in force from time to time.
- The Administrative Support Department of TLLC-DUTH is headed by an employee that holds a university degree in Administration - Finance, and if there is no such employee, then an employee that holds a degree from a Technological Institute in Administration - Accounting.

## **Article 8 - Scientific Coordinator - Academic Coordinator**

1. By decision of the TLLC-DUTH Council, the Scientific Coordinator (SC) and the Academic Coordinator (AC) for each TLLC-DUTH training programme are appointed and their term of office, which may be fixed or indefinite, depending on the duration of the training programme, is set. The AC and the SC may be the same person.
2. An SC is defined as the natural person who is proposed to assume the role of Scientific Coordinator for the Special Account for Research Funds (SARF) of DUTH in accordance with article 234 of Law 4957/2022. Assumption of the scientific responsibility for a project/programme shall be approved by the Research Committee of Article 231 of Law 4957/2022.
3. The President or another member of the TLLC Council or a natural person who meets DUTH's requirements for the appointment of SCs may be appointed as a SC, in accordance with article 234 of Law 4957/22, as amended and in force.
4. More specifically, in accordance with article 234 of Law 4957/22, as amended and in force, the following persons may be appointed as projects/programmes SCs: a) Faculty Members of Universities, b)



members of DUTH's Special Teaching Staff, c) members of DUTH's Laboratory Teaching Staff , d) members of DUTH's Special Technical Laboratory Staff who hold at least a postgraduate degree, e) visiting Professors and visiting Researchers under article 171 of Law 4957/22, f) Collaborating Professors under Article 169 of Law 4957/22, g) Researchers under contract under Article 172 of Law 4957/22, h) Emeriti Professors and retired Faculty Members, i) postdoctoral fellows and j) external associates who hold a PhD. Faculty Members under suspension of duties in accordance with Article 160(1)&(2), or on scientific leave in accordance with Article 157(1), as well as members of the Special Teaching Staff and Laboratory Teaching Staff who are on sabbatical leave in accordance with Article 33(1)(h) or another lawful leave, may be also appointed as SC. The option to appoint all or part of the categories of the first passage as SCs, as well as the specific requirements for assuming the scientific responsibility for projects/programmes, are set out in the DUTH Financing and Management Guide for the Special Account for Research Funds.

5. The SC is responsible for the proper implementation of the programme, checks the feasibility and eligibility of the expenses associated with its execution and monitors the financial scope of the programme in general.

6. By decision of the Research Committee, following a decision of the TLLC-DUTH Council, a deputy Scientific Coordinator of the programme may be appointed, if deemed necessary.

7. The SC submits to the Centre's Council a proposal for the implementation of an educational/training programme for approval, in accordance with the provisions of the Operating Rules and Regulations and the TLLC-DUTH standard forms, and following completion of the programme:

a) Certificate of completion with the details of the trainees who successfully completed the programme in order to issue a certificate as well as of those who did not successfully complete the programme evaluation process in order to issue a certificate of attendance.

b) Implementation report (per cycle) on a TLLC-DUTH standard form, which must include the relevant programme assessment reports by the trainees.

c) Statistics in accordance with Article 63 of Law 4763/2020 (Government Gazette, Series I, No 254).

8. The following persons may be appointed as AC: a) Faculty Members of Universities in Greece and abroad, b) Emeriti Professors and retired Faculty Members of Universities, c) members of the Laboratory Teaching Staff , the Special Teaching Staff and the Special Technical Laboratory Staff of Universities, d) distinguished scientists, collaborating professors, adjunct professors, visiting professors, visiting researchers, researchers under contract, equivalent staff of research and technological institutions, as well as teachers who are assigned independent teaching work to formal education programmes and e) postdoctoral fellows.

9. The AC may be the same person as the SC provided that they have proven knowledge or experience in the scope of the programme, as is clear from their educational, research and scientific work in general. The AC monitors and ensures the proper conduct of the educational process, approves the educational material, the selection of educators and the allocation of the teaching work, and handles any further academic issues during the implementation of the project in accordance with the TLLC-DUTH Operating Rules and Regulations and the proposal that has been approved by the Centre's Council.

In particular, the AC is responsible for the following:

- Prepares the Call for Expressions of Interest, which includes the Study Guide of the approved programme, in accordance with the TLLC-DUTH Operating Rules and Regulations, and monitors the entire educational process.

- Approves the training material for every programme and checks its distribution in terms of quantity and specifications. The training material provided must cover all topics of every programme, be free from intellectual property rights of others or lawfully licensed for use, under the terms and conditions laid down in the applicable Greek and EU legislation.

- Selects the teaching staff of every programme, the allocation of the teaching work and the completeness of the lesson plan for each hour of training.
- Checks for the accuracy of the presence of educators and trainees, every day of training, both for arrival and departure.
- Checks the suitability of the premises and equipment to be used during the programme.
- Ensures the completion of programme evaluation questionnaires by the trainees and their submission to TLLC-DUTH.
- Promptly informs TLLC-DUTH of any change to the organisational details of the project.
- Cosigns with the Scientific Coordinator the certificate and implementation report of paragraph 7.

### **Article 9 - Secretarial-Administrative Support for Programmes**

Every TLLC-DUTH educational/training programme is administratively supported by its own Secretariat. At the responsibility of the SC, one or more external project partners or the secretarial/administrative support of every programme may be hired in accordance with the applicable legislation; at minimum, they shall be responsible for the following:

- Keeping a record of students, graduates and students removed for the register.
- Keeping a record with the timetable, exam schedule and programme assessment questionnaires of the trainees.
- Keeping a payment record.
- Collaboration with TLLC-DUTH and SARF-DUTH.
- Communication with trainees and provision of information

The records are kept at the responsibility of the SC and the AC for a 5-year period and must be available if requested by TLLC-DUTH.

### **Article 10 - Educators - Educator Register**

1. The following categories may be employed as educators in TLLC-DUTH programmes:

- a) Faculty Members of Universities in Greece and abroad;
- b) researchers of 1st, 2nd, 3rd and 4th rank from research and technology bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) in Greece;
- c) members of the Special Educational Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH;
- d) Visiting Professors, visiting researchers, researchers under contract, collaborating Professors and teachers who have been assigned an independent teaching work in formal education programmes;
- e) educators in the Register of paragraph 2.

2. TLLC-DUTH keeps an electronic Educator Register, in which natural persons who do not fall under the paragraph 1(a) to (d) are registered . The Educator Register may include natural persons who hold at least a degree from a Higher Education Institution in Greece or abroad. Those registered in the Register must be certified Adult Educators, if required by law.

3. Inclusion in the Educator Register is carried out as follows:

- a) Interested parties submit an application via an online registration form through the Centre's official website.

The application includes:

- I. Personal & contact information
- II. a) Degrees
- III. Professional experience and related evidence

IV. Experience in adult education and related evidence

V. Certification of IT skills and related evidence

VI. Certification of other knowledge and related evidence

VII. Adult Educator Certificate by the National Organisation for Certification of Qualifications & Vocational Guidance (EOPPEP), if any, and related evidence

VIII. Additional certificates of training.

The above Application serves as a Solemn Declaration of Law 1599/1986 and gives the Centre the right to process the personal data of the applicant.

b) The application is checked by the Continuing Education Director.

c) If it has not been completed in accordance with the above, the Coordinator informs the applicant of any corrections and additional information.

d) If it has been completed in accordance with the specifications, the application shall be forwarded by recommendation of the Coordinator to the Council to be checked and approved or rejected.

e) If the Council decides positively, the application for inclusion of the interested party in the Educator Register is approved and classified in one or more thematic areas of the Register, depending on his or her qualifications and scientific specialisation. If the Council decides negatively, the application is rejected.

Applicants are informed of the outcome of their application. In the event of a negative decision, the applicants have no right to appeal the decision.

Registration in the TLLC-DUTH Educator Register does not automatically entail participation in a training programme, but is a prerequisite for employment in the Centre's programmes.

4. In cases where the institutional framework requires Educators to have an Adult Educator certificate, then this is a necessary additional qualification for their selection.

5. For their employment in programmes managed by TLLC-DUTH, all categories of educators of paragraph 1 are paid exclusively from the resources of TLLC-DUTH projects/programmes or from the resources of TLLC-DUTH. The amount of each educator's remuneration is determined following a recommendation of the Scientific Coordinator of the project to the Research Committee. For the total remuneration of educators under paragraph 1(b) to (e) for their participation in TLLC-DUTH projects/programmes, the threshold of Article 28(1) of Law 4354/2015 (Government Gazette, Series I, No 176) shall apply.

The maximum pay limits per teaching hour for educators of the TLLC-DUTH programmes are set out in the Remuneration Regulation for the provision of teaching work of DUTH

6. Educators' rights and obligations

The Educator of the TLLC-DUTH Programmes has the following rights and obligations:

- Is entitled to use the approved premises and logistical equipment, as well as the TLLC-DUTH services.
- Is supported by the Academic Coordinator throughout the duration of the programme in which he/she participates, for issues pertaining to the educational process.
- Is supported by the Administrative Support Department on matters that fall within the remit of the Department.
- Follows the adult education principles, applies techniques and uses adult education tools.
- Gives the lectures and courses assigned to him/her according to the schedule.
- Posts announcements regarding the course and how it will be conducted on the educational platform.
- Answers questions and instructs the trainees on study-related issues.
- Prepares the training material that has been evaluated and approved by the AC of the programme.
- Follows the AC's instructions regarding the educational process
- Evaluates tasks or other forms of evaluation provided for by the programme guide.
- Notifies the AC of a potential problem that may arise during the educational process.

- Notifies the AC if he/she is unable to participate, no later than five (5) days before the start of the programme, so that he/she can be replaced in a timely manner.
  - Accepts and complies with the TLLC-DUTH Operating Rules and Regulations and the provisions on personal data protection.
7. The regulation of the TLLC-DUTH Educator Register is posted on the TLLC-DUTH website.

### **Article 11 - Evaluators - Evaluator Register**

1. Members of the TLLC-DUTH Council as well as evaluators of the Register of paragraph 2 may be appointed as evaluators of the proposals for the implementation of educational/training programmes submitted to TLLC-DUTH .

2. TLLC-DUTH keeps an online Evaluator Register of the proposals for the implementation programmes submitted, where all Faculty Members, Special Technical Laboratory Staff , Laboratory Teaching Staff, Special Teaching Staff, Scientific Associates, postdoctoral fellows, PhD holders and teaching staff with independent teaching work are registered.

Registration requires possession of a PhD degree, with the exception of the cases set out in Article 143(2) of Law 4957/2022.

Prior educational and professional experience in the field of adult education is desirable, as is experience as evaluators of projects, publications, etc.

2. In order to be included in the Evaluator Register, the following steps are required:

a) Interested parties submit an application via an online registration form through the Centre's official website

The application includes:

I. Personal & contact information

II. a) Degrees

III. Professional experience and related evidence

IV. Experience in adult education and related evidence

V. Certification of IT skills and related evidence

VI. Certification of other knowledge and related evidence

VII. Adult Educator Certificate by the National Organisation for Certification of Qualifications & Vocational Guidance (EOPPEP), if any, and related evidence

VIII. Additional certificates of training.

The above Application serves as a Solemn Declaration of Law 1599/1986 and gives the Centre the right to process the personal data of the applicant.

b) The application is checked by the Continuing Education Director.

c) If it has not been completed in accordance with the specifications, the Director informs the applicant of any corrections and additional information.

d) If it has been completed in accordance with the specifications, it shall be forwarded by recommendation of the Director to the Council to be checked and approved or rejected.

e) If the Council decides positively, the applicant will be included in the Evaluator Register of the Centre.

f) The final result for the inclusion or not in the Register is sent to the applicants, who do not have the right to appeal in case of a negative decision.

3. DUTH Faculty Members log into the electronic registration system with the credentials of their university account and apply for registration without the need to submit/post further documentation.

4. The President assigns the evaluation of every programme to an evaluator at his/her discretion. The names of the evaluators are not communicated to the SC or the AC of the programme.

## **Article 12 - TLLC-DUTH Education/Training Programmes**

1. The programmes of the Training and Lifelong Learning Centre aim at promoting knowledge, scientific training and meeting the general educational and development needs of the country. They are governed by scientific cohesion, refer to specialisations related to the scientific fields of the University's other courses of study and meet conditions that guarantee a high level of education and training.

2. More specifically, TLLC-DUTH organises programmes in the following scientific fields:

- 1. LANGUAGE AND LITERATURE SCIENCES**
  - 1.1. General and Comparative Literature
  - 1.2. Linguistics
  - 1.3. Classical Literature
  - 1.4. Less taught languages
  - 1.5. Translation, Interpretation
  - 1.6. Non-community languages
  - 1.7. Other fields
- 2. NATURAL SCIENCES**
  - 2.1. Astronomy, Astrophysics
  - 2.2. Biology
  - 2.3. Biochemistry
  - 2.4. Microbiology, Biotechnology
  - 2.5. Nuclear Physics and High-Energy Nuclear Physics
  - 2.6. Physics
  - 2.7. Chemistry
  - 2.8. Oceanography
  - 2.9. Other fields
- 3. MATHEMATICS, INFORMATICS**
  - 3.1. Mathematics
  - 3.2. Informatics, Computer Science
  - 3.3. Statistics and Insurance Science
  - 3.4. Statistics
  - 3.5. Artificial Intelligence
  - 3.6. Other fields
- 4. SOCIAL SCIENCES AND HUMANITIES**
  - 4.1. Development Studies
  - 4.2. Anthropology
  - 4.3. Archaeology
  - 4.4. International Relations, European Studies, Regional Development Studies
  - 4.5. Psychology and Behaviour Sciences
  - 4.6. Theology
  - 4.7. History
  - 4.8. Social Work
  - 4.9. Sociology
  - 4.10. Economy
  - 4.11. Political Sciences
  - 4.12. Philosophy
  - 4.13. Other fields
- 5. LAW**
  - 5.1. Civil Law
  - 5.2. International Law
  - 5.3. Administrative Law
  - 5.4. Community Law
  - 5.5. Criminal Law, Criminology
  - 5.6. Comparative Law, Law and Languages
  - 5.7. Constitutional, Public Law
  - 5.8. 8 Other fields
- 6. GEOGRAPHY, GEOLOGY**

- 6.1. Geography
- 6.2. Geodesy, Cartography, Photogrammetry and Remote Sensing
- 6.3. Geology
- 6.4. Soil and Water Resources Sciences
- 6.5. Environmental Sciences, Ecology
- 6.6. Meteorology
- 6.7. Paleontology
- 6.8. Other fields
- 7. AGRICULTURAL SCIENCES**
  - 7.1. Agricultural Economics
  - 7.2. Agriculture
  - 7.3. Forestry
  - 7.4. Food Technology Science
  - 7.5. Animal Science
  - 7.6. Fish Farming / Fishing
  - 7.7. Horticultural Crops
  - 7.8. Tropical / Subtropical Agriculture
  - 7.9. Other fields
- 8. MEDICAL SCIENCES**
  - 8.1. Public Health
  - 8.2. Medicine
  - 8.3. Medical Technology
  - 8.4. Veterinary
  - 8.5. Nursing, Midwifery, Physiotherapy
  - 8.6. Dentistry
  - 8.7. Pharmaceutics
  - 8.8. Psychiatry and Clinical Psychology
  - 8.9. Other fields
- 9. ENGINEERING, TECHNOLOGY**
  - 9.1. Aeronautics
  - 9.2. Materials Science
  - 9.3. Science of Electrical and Computer Engineering
  - 9.4. Telecommunications
  - 9.5. Mechanical Engineering Science
  - 9.6. Production and Industrial Administration
  - 9.7. Civil Engineering
  - 9.8. Chemical Engineering
  - 9.9. Other fields
- 10. ARCHITECTURE, URBAN PLANNING AND SPATIAL PLANNING**
  - 10.1. Architecture
  - 10.2. Landscape Architecture
  - 10.3. Interior Design Architecture
  - 10.4. Transportation & Transportation Studies
  - 10.5. Urban Planning
  - 10.6. Spatial Planning
  - 10.7. Other fields
- 11. TEACHER EDUCATION, TRAINING**
  - 11.1. Secondary Education
  - 11.2. Special Education
  - 11.3. Adult Education
  - 11.4. Vocational and Technical Education
  - 11.5. Teacher Training
  - 11.6. Pedagogy and Comparative Education
  - 11.7. Pedagogical Psychology
  - 11.8. Primary Education
  - 11.9. Other fields
- 12. FINE ARTS**
  - 12.1. Art History
  - 12.2. Fine Arts (Painting, Sculpture, Engraving)

- 12.3. Music and Musicology
- 12.4. Photography, Cinema
- 12.5. Other fields
- 13. COMMUNICATION AND INFORMATION SCIENCES**
  - 13.1. Library Science
  - 13.2. Public Relations, Advertising
  - 13.3. Journalism
  - 13.4. Communication and Information Sciences
  - 13.5. Museology, Maintenance
  - 13.6. Radio / TV
  - 13.7. Documentation, Archival Science
  - 13.8. Other fields
- 14. OTHER SCIENTIFIC AREAS**
  - 14.1. Physical Education & Sports Science
  - 14.2. Home Economics, Nutrition
  - 14.3. Other fields

3. The educational or training programmes are implemented exclusively by the Centre, or in collaboration with TLLCs of other universities, University Research Institutes (URIs), research centres, technological bodies and institutes in Greece under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), as well as with recognised equivalent foreign institutions. In addition to these organisations, TLLC-DUTH may collaborate with other higher education organisations, academies and private or public sector organisations to provide non-formal education and lifelong learning services. In order to organise and provide educational and training programmes for lifelong learning in collaboration with more organisations, a Cooperation Agreement must be concluded between the organisations that cooperate, which sets out at minimum the provisions of Article 121(2) of Law 4957/2022, the body that undertakes the financial management of the programme, the allocation of resources between the organisations that cooperate, as well as the obligations and rights of each organisation.

4. The methods for implementing the programmes may differ depending on the case and are carried out in whole or in part in person or by using methods of modern and asynchronous distance learning. Parts of a TLLC-DUTH programme or even the entire programme may also be delivered outside the headquarters of DUTH.

5. The structure and duration of the TLLC-DUTH programmes are determined by the AC in collaboration with the programme's SC

6. TLLC-DUTH programmes are organised all year round.

7. TLLC-DUTH programmes are organised either in Greek or other languages.

8. The duration of programmes may not be less than 30 hours of lectures or other type of educational method.

9. The training materials (notes, presentations, etc.) is developed in the language of the programme and/or another language, if required by the programme.

### **Article 13 - Approval procedure for implementing the educational/training programme**

1. The proposal for the development of an educational/training programme is submitted by the programme's SC to the TLLC-DUTH Council.

2. The proposal shall include at least the following information:

- a) the title of the programme, which must correspond to its content;
- b) the language of the programme;
- c) the duration of the programme and the total training hours;
- d) the scientific field in which it belongs;
- e) a summary description of the programme and the objectives pursued;

- f) its structure into separate modules-courses and their number and scope, if any;
- g) the Academic Coordinator of the programme;
- h) the details, titles and a brief CV of the educators according to the TLLC-DUTH standard;
- i) the implementation method of the programme (in-person, distance learning or mixed);
- j) the training material;
- k) the location of implementation and/or platform where the programme will be conducted;
- l) the minimum qualifications required for the participation of candidates;
- m) any sources of funding for the programme and its attendance fee;
- n) whether or not the TLLC-DUTH discount policy shall be used;
- o) the estimated programme budget;
- p) the minimum number of trainees for the implementation of the programme and the maximum number of trainees;
- q) the learning outcomes of the programme and the professional outcomes (microcredentials) and/or the number of ECTS credits acquired from the successful completion of the programme or each module of the programme, if structured in modules;
- r) the evaluation method of trainees;
- s) any partner organisations for the implementation of the programme;
- t) additional staff and logistical needs of the programme for its operation, if any.

Submission of the proposal must be accompanied by a study on the feasibility and sustainability of the programme.

If the use of premises and equipment is needed, approval by the respective academic/administrative unit is required, at the latest before the programme starts, where it is noted that the educational, research and administrative work of the unit is not hindered.

The proposal for the implementation of a TLLC-DUTH educational/training programme is written in a special form which is posted on the TLLC-DUTH website.

Everything that is stated in the programme proposal is subject to the framework set out by this Regulation.

Non-compliance of a proposed programme with these Rules and Regulations is grounds for its rejection by the TLLC-DUTH Council. The TLLC-DUTH Council may request improvements or corrections to the proposal in relation to the criteria listed in the Regulation.

3. To decide on the approval of an educational/training programme, the Centre's Council shall take into account, in addition to the aforementioned formal information, the information that solidifies the necessity of the implementation and the quality of the Programme. Such is the following:

- i. The innovative nature of the Programme.
- ii. Its response to the current social, technological and economic needs of the working environment.
- iii. The suitability and adequacy of the proposed educational framework (relevance of the scientific team to the scope of the programme, educational staff, content, training materials, implementation areas and logistics)

4. The TLLC-DUTH Council, having regard to the proposal and the recommendation of the appointed evaluator, approves the implementation of the programme and its main components: title, scientific field, Scientific Coordinator, Academic Coordinator, duration and total hours of training, repeat cycles, implementation methods (In-person, distance learning or mixed), credit units, brief description and purpose-objectives, sections/subsections, learning outcomes, minimum qualifications required for candidate participation, tuition fees, minimum and maximum number of trainees for the implementation of the programme, evaluation method of trainees. The approval decision can be found in the DIAVGEIA programme.



5. When the decision approving the programme is posted on the DIAVGEIA programme, the Administrative Support Department of TLLC – DUTH notifies the SC and AC. The SC submits a request for the management of the project to be accepted to the Special Account for Research Funds (SARF)-DUTH. At the same time, the SC informs the educators that the proposal has been approved and arranges for them to sign their contracts in collaboration with the Special Account for Research Funds (SARF)-DUTH.
6. If the Centre's Council does not approve a Programme, the SC has the right to appeal in accordance with the applicable provisions (of the Administrative Procedure Code).
7. Under the supervision of the TLLC-DUTH Council, a list of the educational and training programmes implemented through the Centre is communicated to the Ministry of Education and Religious Affairs and the Hellenic Authority for Higher Education (HAHE) biannually.
8. Any educational or training programme, as well as the summary details thereof, ("identity" of a programme) as set out in the relevant TLLC-DUTH standard, must be posted on the official website of TLLC-DUTH after its approval.

#### **Article 14 - Start-Implementation of educational/training programme**

##### *A) Call for expressions of interest – Study Guide of educational/training programme*

Trainees are admitted to a Centre programme following a call for expressions of interest that includes the programme Study Guide and is prepared, after the proposal is approved, by the AC according to a TLLC - DUTH standard form.

At a minimum, the programme Study Guide states: the title of the programme, its topics, the duration, the teaching method and hours, the minimum number of trainees for the implementation of the programme, the maximum number of admissions, the individual criteria and the requirements for the selection of candidates that may apply for the specific programme, such as knowledge of foreign languages, computer use, work experience, etc. as well as the minimum documentation required, the attendance fee and the provision of discounts if provided for by the programme, the method of evaluation and the possibility of repeat examination under the terms provided for in every programme, the type of certificate to be granted after its successful completion, the application period and the contact person details.

The AC sends the call accompanied by the Study Guide to the Administrative Support Department of TLLC – DUTH for mandatory posting on its website and optional posting on any other appropriate platform.

At the same time, the programme is being prepared on the application platform by the Administrative Support Department of TLLC-DUTH and the programme Secretariat is being given access to the application management system.

##### *B) Filing Applications- Registration procedure*

Prospective trainees submit an application for every programme via the TLLC-DUTH website. Submission of the application requires complete acceptance of the terms set forth in the call-study guide, the Study Programmes Regulations, the TLLC-DUTH Operating Rules and Regulations and the DUTH Rules and Regulations.

In order for trainees to participate in the Centre's programmes, access to the internet is required for the application and/or attendance of the programmes and the reception of the training material, as well as having of a personal email address.

The call/study guide for every programme specifies the conditions for the participation of the trainees and the required supporting documents that the candidate must submit to participate in the programme, which are, at minimum, the required academic degree and a copy of the ID card/passport.

##### *C) Trainee Evaluation-Selection Procedure*

The evaluation of applications - candidates selection procedure is carried out under the responsibility of the programme's AC within twenty (20) days from the application submission deadline. A period of 5 days is provided for any appeals in case the application is rejected. The AC of the programme sends a list with the selected trainees, the runners-up as well as those rejected to the Administrative Support Department of TLLC-DUTH. The list is posted on the Centre's website. Any appeals shall be examined by a three-member committee which is appointed for a two-year term by the Centre's Council and composed of faculty members and their deputies.

Upon acceptance of the project by SARF, the programme Secretariat informs the selected trainees, sends them an electronic link to the TLLC-DUTH Regulation, the Programme Study Guide, the TLLC-DUTH Studies Regulation, the DUTH Regulation, and information on the tuition fees payment procedure and the completion of their registration.

In a programme where the acceptance by SARF has preceded the call for expressions of interest, the deadline for submitting applications and paying the tuition fees may be the same.

Prior to the commencement of the programme, the selected trainees must settle their financial obligations in accordance with the provisions of every programme.

After the end of registrations, the Programme Secretariat sends a list with the details of the registered trainees and educators to the Administrative Support Department of TLLC-DUTH to be given access to the TLLC-DUTH Distance Learning Platform for the period during which the programme is implemented. At the same time, the Programme Secretariat sends the timetable to the educators, the trainees and TLLC-DUTH and informs them of any amendments.

#### *D) Programme implementation*

1. The competence and responsibility for the implementation of the programme belongs to the Scientific and Academic Coordinators in accordance with the provisions of this Regulation and the relevant provisions.

In any case, full compliance with the applicable provisions is required and special care is taken to observe the rules of transparency and academic ethics. Furthermore, all necessary actions are taken to ensure the financial independence, quality and effectiveness of the Programme.

2. If the Council finds that the terms for implementing the programme towards DUTH or third parties are not complied with or that any other action or omission on the part of the SC and/or the AC creates serious problems to the implementation of the programme, in accordance with the approved proposal and the Operating Rules and Regulations, it has the right to:

- Discontinue the programme.
- Exclude the SC and/or the AC from participating in educational programmes or any other TLLC-DUTH activity for up to two years.

The Council shall impose sanctions by absolute majority of its members present.

3. The programmes are implemented if the necessary number of participants is reached. If not enough trainees are registered and the programme is not implemented, the tuition fees are refunded upon the request of the SC to SARF-DUTH.

4. The SC, in collaboration with the AC, reserves the right to change the start date of the programme, adjust the course schedule or cancel the programme, by notifying the trainees and the Administrative Support Department of the Centre in a timely manner through the programme Secretariat.

#### *E) Programme completion*

Upon completion of the programme, the SC/AC submits to the Administrative Support Department of TLLC-DUTH the following:

a) Certificate of completion with the details of the trainees who successfully completed the programme in order to issue a certificate as well as of those who did not successfully complete the programme evaluation process in order to issue a certificate of attendance.

b) Implementation report (per cycle) on a TLLC-DUTH standard form, which must include the relevant programme assessment reports by the trainees.

c) Trainee evaluations.

d) Statistics in accordance with Article 63 of Law 4763/2020 (Government Gazette, Series I, No 254).

Submission of the above (a, b, c, d) is a prerequisite for the issuance of the certificates.

Following submission of the above to the Administrative Support Department of TLLC-DUTH, the certificates will be sent to the trainees electronically.

### **Article 15 – Certificates**

1. The types of certificates granted by the Centre shall be determined by decision of the Council and signed by the President of the TLLC-DUTH Council in accordance with article 5(f).

The Centre shall award the following certificates:

- Certificate of Training
- Certificate of Specialised Training

2. A certificate is awarded when the participants have successfully completed the attendance of the programme. Completion is considered successful when the absenteeism rate does not exceed 15% of the prescribed training hours, the participants have succeeded in the evaluation process of the programme, and have paid all tuition fees. Please note that all tuition fees must have been paid in order to participate in the exams.

3. The certificates must indicate the full name and father's name of the participant, the awarding body, the date of issue, the title of the programme, the method of training, the implementation dates and the number of ECTS credits.

4. A certificate of attendance is issued when the participants have attended the programme and the absenteeism rate does not exceed 15% of the prescribed training hours, have paid all tuition fees, but have not succeeded in the evaluation process of the programme.

5. The certificates are issued and sent electronically. The Greek and English versions of certificate templates are laid down by decision of the Centre's Council.

6. A Certificate Supplement is also provided, indicating at least the individual topics with the respective hours and ECTS units as well as the participant's evaluation method.

### **Article 16 – Tuition fees - Discount and Social Policy**

1. The tuition fees are determined by the SC of every programme and approved by the TLLC Council. The tuition fees are paid to the SARF-DUTH bank account. The method of payment – lump sum or in instalments – is determined by the SC. Payment of tuition fees or of the 1st instalment, in instalments are provided for, is a prerequisite for participation in the programme.

2. Tuition fees shall be refunded only in the following cases:

a) Cancellation of the project;

b) If the trainee submits a relevant request to the SC by the starting date of the educational programme. In these cases the SC is responsible for sending a relevant request to SARF-DUTH.

No tuition fees will be refunded after the programme has started.

3. The discount policy of TLLC-DUTH is determined by the Centre's Council and the terms are posted on its website.

If the programme provides for discounts on tuition fees, interested parties must submit, along with their application, the respective supporting documents proving that the discount has been granted.

4. TLLC-DUTH may, by a decision of its Council, offer free educational activities, such as one-day/two-day workshops and educational programmes, as part of connecting TLLC-DUTH with society. Moreover, at the request of the SC and with the consent of the Council, discounts or tuition donations may be granted to special categories of trainees which are not included in the general discount policy of TLLC-DUTH.

#### **Article 17 - Use of DUTH premises and infrastructure**

1. The training or administrative unit to which the premises belong decides on the availability of classrooms, laboratories and other equipment that may be considered necessary for the implementation of a programme. The programmes may also be carried out in locations other than DUTH, if deemed necessary by the SC in collaboration with the AC. The programme site will be approved by the Centre's Council, while the suitability of the programme site and its laboratory equipment will be under the responsibility of the AC. The AC of every Programme, along with the respective educators, is responsible for the proper use of the spaces and equipment.
2. The premises must have the necessary logistical equipment and comply with all the specifications that ensure the smooth operation and quality of the educational process, as well as with the conditions of accessibility, safety and hygiene.
3. TLLC-DUTH cooperates with the relevant DUTH units for a number of support services, including:
  - a. Promotion and support of the operation and publicity of the programmes. For this reason, the Centre shall maintain a website with information on the programmes, links to the respective websites of the Programmes, links to social networks, instructions for users, announcements, news, etc.
  - b. Enhancement of educational design based on open and distance e-learning and support of teaching through a modern and/or asynchronous distance learning platform.
  - c. Management of an online request management system, trainee register, educator register and evaluator register.

#### **Article 18 - Quality Assurance of Programmes**

The TLLC-DUTH Quality Policy is posted on its website. To Ensure the Quality of its Programmes, TLLC-DUTH applies a number of measures, such as:

- The TLLC-DUTH Council supervises the operation of training,, continuing education, vocational training and lifelong learning programmes in general, in accordance with Article 115(1)(d) of Law 4957/2022.
- The Continuing Education Director supervises and coordinates the organisation and implementation of TLLC-DUTH programmes, in accordance with article 117(3b) of Law 4957/2022;
- The Academic Coordinator selects the educators in accordance with the provisions of Article 10 hereof, ensuring that they have the appropriate qualifications and experience required for the implementation of the learning outcomes.
- During the implementation of the programmes, attendance books are kept based on the posted timetable.
- In programmes implemented remotely, the methodology is designed to ensure the understanding and consolidation of teaching modules.
- The training material, printed or electronic, shall cover all topics of every programme, be free from intellectual property rights of others or lawfully licensed for use. In addition, it has been evaluated and approved by the Academic Coordinator, is organised according to the programme's objectives and includes in each section questions or exercises or problems or task for understanding and self-evaluation.

- Upon completion of every programme cycle, the trainees make an anonymous evaluation based on a standard questionnaire. The evaluation results shall be communicated to the Director of the Centre and to the Council and shall also be included in the SC/AC Report.
- The SCs and ACs of the projects notify the TLLC-DUTH Council of the progress and completion of the project.
- Immediately after the end of the current cycle of every programme, the SC and the AC of every programme shall submit a programme implementation report to the Centre's Council, which certifies that the programme was carried out properly and in accordance with the regulation and includes notes/proposals for improvements/revisions aiming at improving the quality of the programme in a repeat cycle.
- TLLC-DUTH has a complaint management mechanism, which is posted on its website.
- In accordance with Article 115 of Law 4957/2022, the TLLC-DUTH Council recommends that the Senate approve the TLLC-DUTH's report and prepares and communicates to the Senate an activity report.
- If the TLLC-DUTH Council deems it necessary, it may issue a decision laying down additional arrangements for monitoring the organisation and provision of its programmes.

### **Article 19 - Trainee Register**

TLLC - DUTH keeps an online Trainee Register where every trainee registered into its programmes is recorded. The trainee register shall record the necessary details of the trainees, the programmes in which they participate and which they successfully complete, as well as any other necessary information related to the participation in the Centre's programmes.

### **Article 20 - Trainees' Rights and Obligations**

#### *A. Trainees' Obligations:*

1. Participation in TLLC-DUTH programmes entails complete acceptance of the programme Study Guide, the TLLC-DUTH Studies Regulation and this Operating Rules and Regulations.
2. Attendance at the educational activities of programmes is mandatory. In programmes requiring physical presence, as well as those implemented by synchronous distance learning, attendance is generally mandatory and the absenteeism rate cannot exceed 15% of the prescribed training hours. Attendance at asynchronous education is implemented according to the study schedule as set out by every programme.
3. In order to successfully complete a programme and, consequently, to be granted the relevant certificate, trainees must have successfully completed all their educational and, if any, financial obligations.
4. Trainees must adhere to the ethical conduct due during the evaluation process of their knowledge, in accordance with the Anti-Plagiarism Guide which is posted on the Centre's website.
5. Trainees must maintain the rooms they use and the common areas in good condition, complying with the instructions of the programme coordinator, provided that they attend an in-person educational programme.
6. Trainees must fully respect the equipment provided to them for the needs of the programme.
7. Trainees must fully respect all participants and employees in the programme they attend (TLLC-DUTH members, platform administrators, educators, University employees, and so on). Any deviation from proper conduct may result in terminating their participation in the programme.

#### *B. Trainees' Rights:*

1. Trainees are notified by the Secretariat of every programme on matters pertaining to the programme, and by the Administrative Support Department of TLLC-DUTH on matters pertaining to the operation of the Centre.
2. As part of the educational process, trainees are supported electronically via the DUTH Educational Platform by the educators, to answer queries and provide clarifications related to the topics of the programme.
3. Trainees have the right to request to stop attending the programme and have the tuition fees refunded, only in accordance with the provisions of Article 16B hereof.
4. The trainees' tasks are protected by intellectual property laws and are subject to the relevant Greek and EU laws on intellectual property rights
5. To be granted the relevant certificate, provided that the conditions for successful completion of a programme are met.
6. Submission of an anonymous evaluation of the programme based on a single questionnaire.
7. Unhindered access to the distance learning platform and the training materials of the programme for the duration of the educational cycle they are attending.

### **Article 21 - Promotion and Publicity**

1. TLLC-DUTH must maintain a website at a DUTH uniform resource locator (url), which includes all training programmes of the Centre and the project/programme details. Training programme SCs may maintain individual websites which are kept at a DUTH uniform resource locator (url).
2. TLLC-DUTH may also undertake other promotional and publicity activities for its programmes, such as posts on social media, advertisements on third-party websites, and more.
3. The programme SCs and ACs may promote their programmes, with the obligation to use the communication material of TLLC-DUTH.

### **Article 22 - Resources of TLLC – DUTH**

1. TLLC-DUTH is exclusively self-financing and is not financed by the regular budget of DUTH. Specifically, TLLC-DUTH resources are as follows:
  - a) revenue from organising and providing educational, training, lifelong learning and continuing education programmes organised with the care or supervision of TLLC-DUTH;
  - b) revenue from organising seminars and conferences;
  - c) funding from operational or other training and lifelong learning programmes, financed or co-financed by the European Union, as well as other public or private sector entities or international institutions, organised with the care and supervision of the Centre;
  - d) donations, financial contributions and sponsorships made available to TLLC-DUTH;
  - e) revenue from public or private sector entities that assign the organisation and implementation of educational and training programmes with a specific scope in order to train a target group of trainees to TLLC-DUTH;
  - f) revenue from the development, production and utilisation of training and other materials;
  - g) revenue from studies, services provided and educational projects related to lifelong learning;
  - h) revenue from the deductions on the budget of each training project/programme organised through TLLC-DUTH, the amount of which is determined by decision of the Governing Council of DUTH as a percentage of the deduction in favour of SARF-DUTH.

2. The financial management of the revenue of paragraph 1 is carried out through an SARF-DUTH project/programme under a separate code, with the President of TLLC-DUTH as Scientific Coordinator, without prejudice to projects/programmes for which a separate financial management of resources is required by the relevant regulatory framework.

### **Article 23 – Financial Management of Programmes**

The financial management of the TLLC-DUTH revenues from educational/training programmes is carried out by SARF-DUTH in accordance with the Programme Management Guide as approved at any given time.

A single project/programme of ELKE-DUTH may manage the finances of one or more training and educational programmes under the same Scientific Coordinator.

For TLLC programmes, the deduction amounts to 20% of the budget, of which 10% is allocated to cover SARF's operating expenses and 10% is allocated to cover the operating expenses of TLLC. The latter is managed by SARF through a separate project in which the President of the TLLC Council is the SC. The above deduction rates are determined and reshaped by decision of the DUTH Governing Council in accordance with article 237 of Law 4957/2022.

### **Article 24 - Inflows Monitoring**

The process of monitoring the inflows of TLLC-DUTH, as well as the inflows of the programmes organised through it, is carried out via the resCom information system and the web-resCom online platform maintained by SARF.

### **Article 25 - Participation in invitations - Co-financed Projects**

TLLC-DUTH may, following a decision by its Council, participate in invitations brought forward by the bodies of Article 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143) which are addressed to the Lifelong Learning Centres in the Register of Lifelong Learning Centres of the Ministry of Education and Religious Affairs or other invitations about lifelong learning programmes. The financial management of all types of financed or co-financed projects and training and lifelong learning programmes is carried out through SARF-DUTH.

The Scientific Coordinator for the institution's projects/programmes is the President or a member of the Centre's Council, following a relevant decision by the Council, or a DUTH Faculty Member following a decision by the Centre's Council. TLLC-DUTH is required to implement the terms set forth in the invitation of every continuing vocational education and training and lifelong learning co-financed action, both with regard to the financing requirements and the implementation of the actions. In particular for co-financed projects for which specific terms and conditions are set out in each body's invitation for the appointment of the Scientific Coordinator of the projects/programmes, the Centre's Council shall appoint a Scientific Coordinator in accordance with the terms of the invitation.

### **Article 26 - Repeat cycles/Revisions-Amendments to approved programmes**

1. For an approved programme that the SC wishes to implement in a repeat cycle, if he/she has not stated so in the initial submission and provided that there is no change in its details (indicatively: structure, duration, method of implementation, educators, financial information), he/she submits a simple briefing to the TLLC-DUTH Council with the new implementation dates.

2. If a repeat cycle of the same programme is implemented with minor changes/alterations, the SC shall submit to the TLLC-DUTH Council a request to repeat the programme describing the proposed amendments. The request shall be considered by the TLLC-DUTH Council.
3. Revision (major changes) of an already approved training programme (courses, training hours, tuition fees, method of implementation, ECTS number, etc.) is carried out by submitting a new proposal.
4. In cases of budget reform or changing the duration of an approved project, the application for reform/amendment is made directly with a request to SARF-DUTH by the SC of the programme.

#### **Article 27 - Evaluation of TLLC-DUTH**

1. TLLC-DUTH is periodically evaluated and certified by the Hellenic Authority for Higher Education, every five (5) years, in accordance with criteria and indices that are especially designed to ensure the quality of the programmes that it organises and offers. It is also evaluated in accordance with the Internal Quality Assurance System (IQAS) of the Democritus University of Thrace.
2. The main certification criteria for its programmes include the following:
  - I. The academic profile and orientation of the Programme.
  - II. The learning outcomes of the Programme.
  - III. The structure and organisation of the Programme.
  - IV. The quality and effectiveness of educational work.
  - V. The suitability of teachers' qualifications.
  - VI. Trainee evaluations upon completion of the programmeThe above procedure must be amended whenever required by the relevant changes to the applicable legislation.

#### **Article 28 - Possibility of amending the Regulation-Final provisions**

1. These Rules and Regulations may be amended following a relevant recommendation by the Centre's Council and an approval decision by the Senate.
2. Issues not regulated under this Regulation may be regulated by resolutions of the competent bodies of TLLC-DUTH and DUTH in accordance with the legislation in force.

#### **Article 29 - Entry into force**

These Rules and Regulations shall enter into force upon publication of the DUTH Senate Decision that approves its content, following a recommendation of the Centre's Council, in the Government Gazette