**Call of interest**

**Study Guide**

**Introduction**

The Training and Lifelong Learning Center (TLLC) of Democritus University of Thrace organizes the Lifelong Learning Program entitled: “……….” from …… to ……. The scientific coordinator is…………………………………………………………………

**The program's purpose**

**………………………………………………………………**

**Unmet Educational Need for the Program**

(Describe the needs served by the program, its innovation, etc.)

**………………………………………………………………**

**Key Learning Outcomes**

Upon completion of the course, participants will acquire the following knowledge, skills, and abilities **………………………………………………………**

**Target Audience**

(Describe the target group)

**………………………………………………………………………**

**Categories of candidates accepted - Prerequisite knowledge/ Entry requirements**

Applications for participation can be submitted by:

**………………………………………………………………………..**

(Also specify the prerequisites for participating in the program, such as: internet access, possession of personal email, basic knowledge of computer operation.)

**Program implementation**

**……………………………………………………**

**Training material**

The trainees are provided with………………………..

**Program Syllabus**

(Please list the thematic units or subunits of the program along with a brief description, the hours of each unit, and the provided ECTS.

Example:

Section 1. ……………….

1.1 ……………….

1.2 ………..

1.3 ……..

Teaching hours:……..

Total workload hours: ………

ECTS credits: ……)

**LIABILITIES**

For successful completion of the program, participants must:

A) Attend all teaching units. Absences cannot exceed 15% of the scheduled training hours.

B) Successfully complete the assessment.................. (describe the examination and grading method).

C) Pay all tuition fees.

Upon successful completion of the program, participants receive a Certificate of ............ (type of certificate), lasting ............ hours, equivalent to ............ ECTS credits.

Participants who have attended the program without exceeding 15% absences, paid all tuition fees, but have not succeeded in the assessment process specified by the program, will be awarded a Certificate of Attendance.

(Add any additional obligations if applicable).

**Faculty**

**………………………………..**

**Participation Cost**

The participation cost amounts to €……. This amount can be paid: ………. (e.g., 2 equal installments of … €. The first installment before the start of the courses in a Bank Account to be announced, the second by …………………………).

Payment of the first installment is a prerequisite for participation in the program.

(In case of a discount policy, specify the categories eligible for discounts and the required documentation for their provision).

**Payment Instructions**

tuition fees should be deposited into the bank account GR98 0172 3520 0053 5209 2260 595 of Piraeus Bank, stating: “KE XXXXX (KEDIVIM), Full Name and Father’s Name.”

Deposit transcript copy should be sent to the following email address:…………. and you should receive an email confirming its receipt.

Should due to unforeseen circumstances, participation in the program is not possible, a refund is possible, provided that notification is given before the program's start date.

**Admission and Selection Criteria**

The maximum number of trainees in the program is….., and the minimum is……

For the evaluation of applications and the selection of candidates, the following criteria are followed: ………………………… (Add any weighting of criteria if applicable).

**Submission of applications and supporting documents**

Applications open: ……..

Application deadline: ……..

Applications are submitted only electronically through the website <https://kedivim.duth.gr/> . The electronic application constitutes a Declaration of Responsibility according to paragraph 4 of article 8 of law 1599/1986. The candidate, with their application, unreservedly accepts all the terms of the program, as stated in the public invitation/study guide of the program, in the study regulation and in the operating regulations of TLLC-DUTH ((<https://kedivim.duth.gr/operfr/>).

The required documents that the candidate must submit for participation in the Program at a minimum are:

1. Copy of identity card/passport
2. ………………………
3. ………………………

Objections will be accepted no later than 5 days after the publication of the list of admitted candidates.

In case the minimum required number of trainees is not reached, the Program Coordinator reserves the right to change the starting date of the program or cancel it, informing the trainees in a timely manner.

**Contact details**

For further information regarding the program please contact……

(Modules attached)