



ΚΕΝΤΡΟ
ΕΠΙΜΟΡΦΩΣΗΣ
ΚΑΙ ΔΙΑ ΒΙΟΥ
ΜΑΘΗΣΗΣ

ΑΡΙΣΤΟΤΕΛΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΕΣΣΑΛΟΝΙΚΗΣ

PROGRAM IMPLEMENTATION GUIDE

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The Center for Education and Lifelong Learning AUTH

The Center for Education and Lifelong Learning of the AUTH is an independent academic unit of Aristotle University of Thessaloniki, responsible to organize educational programs which are not included in typical education programs.

The planning and development of the activities related to the objective of the Center should not be developed separately from the staff of the university unless it is predicted by the law.

The Center for Education and Lifelong Learning was established by the [Ministerial Decision no. 229718/Z1/5-1-2018](#) (Government Gazette 4/5-1-2018, τ.Β') and operates in accordance with the provisions of [Law No 4957/2022](#) and its [Internal Operating Regulation](#).



Activities of the Center

Educational Programs, Summer & Winter Schools

Objectives of the Center for Education and Lifelong Learning are:

- a) The coordination, development and provision of educational programs of non-typical education, continuing vocational training & retraining, updating of skills, general adult education, counseling, vocational guidance and in general programs of lifelong learning for students, graduates and the whole population.
- b) The provision of contemporary knowledge and skills based on the development of science, technology, economy and changes brought upon in the labor market by new professions and specializations.
- c) The enhancement of adult training based on teaching objectives and the achievement of specific learning outcomes, according to European and international standards.
- d) The coordination, development and provision of educational programs in the form of summer/winter schools.
- e) The organizing of meetings, conferences and seminars related to the Center's activities.
- f) The development and production of writing and digital educational content.
- g) Forming of contracts with the goal to organize and carry out programs for the training of staff of private companies and public institutions.
- h) To carry out research and studies related to the Center's activities.
- i) Keeping track of current evolution in the field of lifelong learning, the relevant European and national political, fundamental changes and regulations, as well as forming proposals of educational politic and development of lifelong learning.
- j) Forming of agreements related to the Center's activities.
- k) Partnership with Lifelong Centers of other universities of the country or universities abroad, research and technological organizations of the article 13A of law No 4310/2014 (A' 258) and with other research and technological organizations for the development of educational activities.

→ Discover more about [Summer Schools](#) and [Winter Schools](#).

Duration & Structure of the Programs

The educational programs can last from two days to a couple of months. Their duration and structure are defined by the Scientific Director of the program.

What kind of programs are carried out?

- Greek language & English language
- Self-funded (with tuition fees)
- Funded Educational Programs (from an institution, company, national or international organization)
- Educational Programs offered without tuition fees
- Summer/Winter Schools
- Scientific Specialization
- General adult education
- Programs based on knowledge/research subject
- In house training programs (specially designed for the employees of companies, organizations and institutions)
- Promotion points programs for teachers, education executives and other categories of beneficiaries.

Additionally, the Center for Education and Lifelong Learning AUTH participates as Training Provider in subsidized programs of DYPA, which are carried out with the funding of the Recovery Fund.



The programs can be Self-Funded (Participants pay tuition fees) or Funded (Tuition fees are paid by an institution, company, national or international organization).

How is the economic management of the programs carried out?

The economic management of the programs is carried out by the Special Account for Research Funds AUTH, according to the procedures of economic and administrative operation that are defined in the institutional framework and the funding and management guide of the Special Account for Research Funds AUTH.

The Special Account for Research Funds AUTH keeps 5% of the Center's earnings, while 10% of the Center's earnings from the educational programs are deposited in special account for the operational costs of the Center for Education and Lifelong Learning AUTH.

Contact email with the Opening Projects Office of the Special Account for Research Funds AUTH:

projects@rc.auth.gr



Scientific & Academic Managers

Scientific Managers of the programs can be:

- a) Faculty Members of Universities
- b) Special Teaching Personnel of the Aristotle University
- c) Special Laboratory Teaching Personnel of the Aristotle University
- d) Special Technical Laboratory Personnel of the Aristotle University that have at least a Master's Degree.
- e) Visiting Professors and visiting researchers of the article number 171 of Law No 4957/2022.
- f) Associate Professors of the article number 169 of Law No 4957/2022.
- g) Researchers with contract of the article number 172 of Law No 4957/2022.
- h) Emeriti/ae Professors and retired Faculty Members
- i) Postdoctoral researchers
- j) Contractors that hold a PhD

Academic Directors can be:

- a) Faculty Members of national universities and from universities abroad
- b) Emeriti/ae Professors and retired Faculty Members
- c) Special Teaching Personnel, Special Laboratory Teaching Personnel and Special Technical Laboratory Personnel of Higher Education Institutions.
- d) distinguished scientists, associate professors, adjunct professors, visiting professors, visiting professors, researchers with contract, personnel of research and technology organizations, as well as professors who are assigned independent teaching work in formal education programs.
- e) Postdoctoral researchers

- ➡ The Academic Manager can be the same person with the Scientific manager and should have proved knowledge or experience in the teaching subject of the program, which can occur from their teaching, research or scientific work and background.



- ➡ The Academic Manager is responsible for the surveillance of the educational process, the creation and approval of the educational content, the selection of the instructors and the allocation of the teaching work, as well as any other important issue that may occur regarding the implementation of the program.

Instructors of the Programs

Instructors can be:

- a) Faculty Members of national universities and from universities abroad
- b) Researchers of a', b', c' and d' grade of research and technology organizations of the country of the article number 13A of Law No 4310/2014 (A' 258).
- c) Special Teaching Personnel, Special Laboratory Teaching Personnel and Special Technical Laboratory Personnel of the University.
- d) Visiting professors, visiting researchers, researchers with contract, collaborating professors and researchers who are assigned independent teaching work in formal education programs.
- e) Instructors registered in the Instructors Registry

Payment of the Instructors

For their employment in the educational programs carried out by the Center for Education and Lifelong Learning of the AUTH all the instructors are exclusively paid from the funds of the programs of the Center.

For the definition of the remuneration of the instructors you can consult the [Remuneration Regulation](#).

How can I carry out an Educational Program?

For the implementation of a lifelong learning educational program, you submit an application to the Council of the Center for Education and Lifelong Learning of AUTH [here](#).

For the proposal submission you can firstly consult the following links:

- [Discount Policy](#)
- [Online Learning Platforms/Program Support](#)
- [Use of Premises and Infrastructure \(Article 14\)](#)
- [Co-organization of Programmes-Cooperation with other Bodies \(Article 15\)](#)

Useful Notes

- **Information** about the proposal submission is provided by the Administrative Support Department of the Center for Education and Lifelong Learning AUTH: kedivim@auth.gr, 2310 996782, -88, -83, -81.
- Approvals are given for the implementation of one or more cycles of one educational program in every academic year.
- **In case of funded programs**, the proposal for the operational body is evaluated and approved before its submission by the Council of the Center for Education and Lifelong Learning AUTH. Additionally, the sponsorship agreement (or its draft) is submitted for control to the Special Account for Research Funds AUTH.

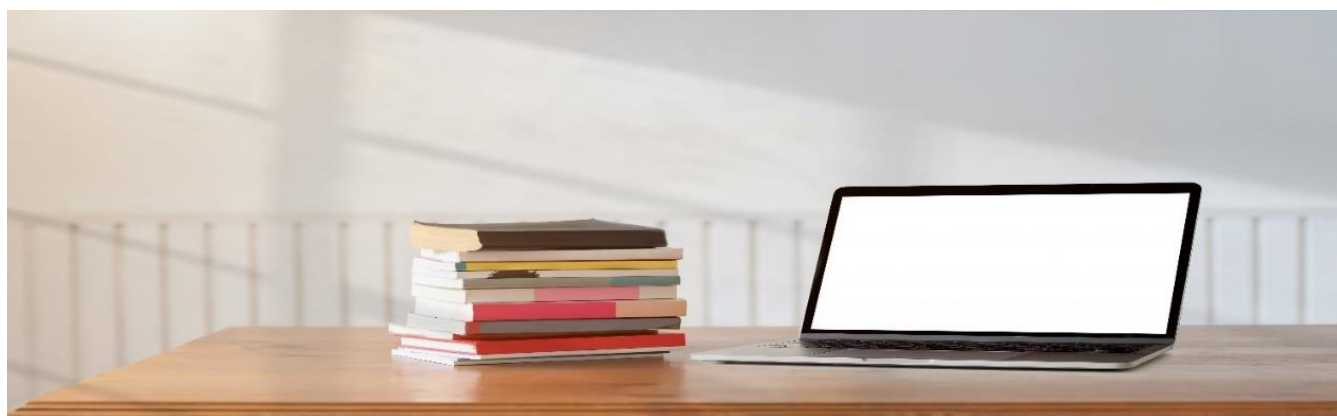


How is the process of approval done?

After the submission of the proposal, an administrator who is member of the Center's Council with a similar scientific field with that of the submitted program checks the proposal and then sends it for evaluation in specialized evaluators which are selected from the Evaluators Registry. The names/surnames of the evaluators are not disclosed to the Scientific Director of the educational program.

The proposal is approved or modified according to the Council's notes, which are based on the remarks and conclusions made by the evaluators. There is the possibility for scientific refutation of the evaluation.

After the approval from the Council of the Center, the relevant decision is published in Diavgeia.gov.gr.



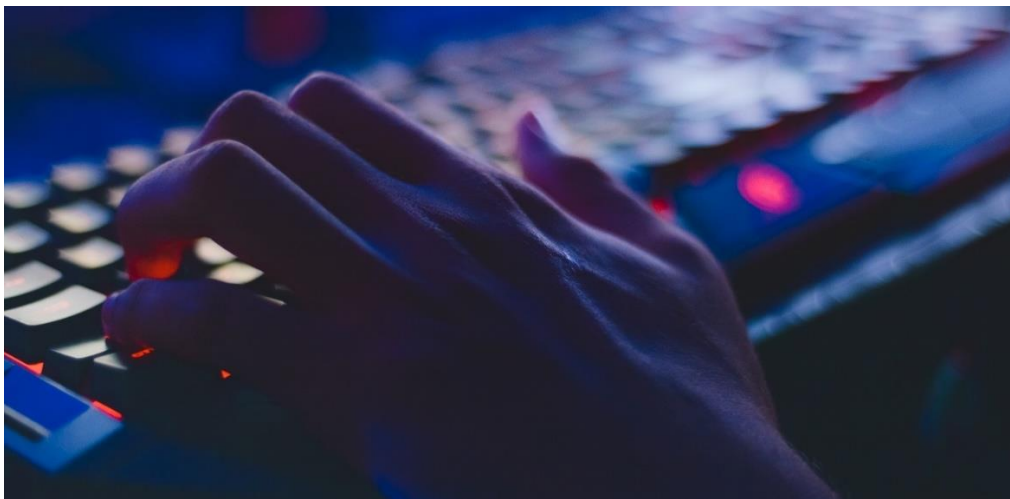
Steps after the proposal approval

After the program approval, the Scientific Director:

- a) Sends to the Administrative Support Department the Program Study Guide (description of the program to be published in the Center's website). See [Application Templates](#)
- b) Submits an approval management request to the Project Opening Office of ELKE (projects@rc.auth.gr) and also a request for the working contracts of the teaching staff to the Human Resources Office of ELKE (hr@rc.auth.gr).

Note: In case the staff for the administrative management of the educational program is not working in the AUTH, a call for expression of interest is needed.

The management of the programs (participant selection and communication, attendance book, general prosecution) is the Scientific Director's responsibility and is registered in a specialized software by the KEDIBIM.



Studies and Terms of Program Participation

Participation in the chosen educational program is obligatory and the limit of absences cannot exceed the 10%.

The Scientific Director of each program writes the Program Study Guide which mentions: the objective, the necessity, the learning outcomes of the program, the categories of applicants who are accepted, the criteria for participant selection, the implementation method, the teaching units, the provided educational material, the rights and obligations of trainees, the ECTS, the duration, the cost and the discount policy of the program.

All the educational program provide ECTS.

The teaching hours are 45 minutes and the break lasts 15 minutes. Participants should sign the attendance book before and after the completion of each course.

More information [here](#).



Certificates of Training and Attendance

Certificates of Training are awarded when the participants have successfully completed the attendance of the programme. Completion is considered successful when the percentage of absences does not exceed 10% of the prescribed training hours, the participants have succeeded in the final assessment provided for by the programme, according to its Study Guide and the participants have paid off the total of their tuition fees. It is also possible to issue a Certificate Supplement, in which the thematic units of each programme and the grade awarded to the successful candidate are detailed (if provided for by the programme's Study Guide).

Participants in programmes for which no form of evaluation of the trainees is provided, or in the event that the participants have not succeeded in the final evaluation provided for by the program, a [Certificate of Attendance \(Attestation\)](#) is granted.

Certificates of Training are divided into:

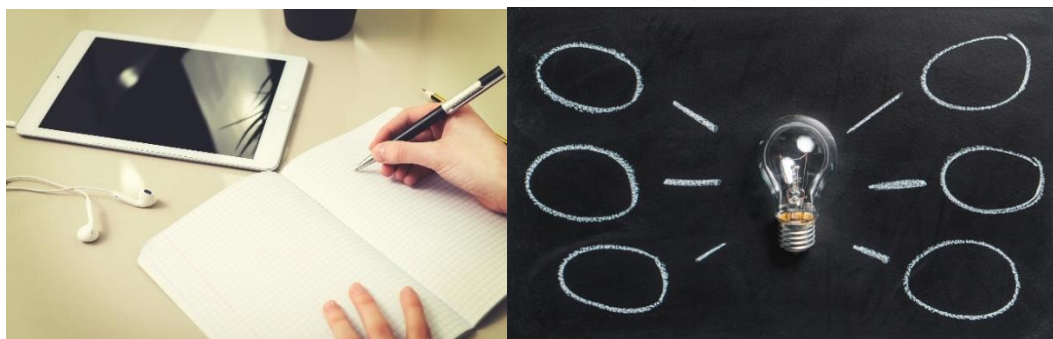
A) Certificate of Training is awarded to successful candidates in programmes of which the content of studies is included in General Adult Education – which is defined based on Law 3879/2010 and “includes all organized learning activities (formal and non-formal) aimed at adults and seeking to enrich their knowledge, develop their abilities and skills, develop their personality and become active citizens”. The Certificate of General Training is determined by the EY through the audience description to which the programme is addressed.

B) Certificate of Specialized Training is awarded: a) To those successful in programmes addressed to graduates of A.E.I. schools, with an aim at completing, renewing and updating the knowledge of their initial training, namely their specialization in a specific field, [b) to successful candidates in developing programmes in two study cycles (A cycle: introduction to one scientific field, B cycle: specialized knowledge in the same scientific field, provided that they have completed the first cycle of studies), c) to those successful in programmes for which the K.E.DI.BI.M. of the AUTH has secured cooperation with an official national, European or international organization for a specific scientific field.]

The Certificates of Training and the Certificates of Attendance are granted by the Center and are signed by the President of KEDIVIM AUTH and the EY of the training program. They are signed after the completion of all procedures, including the evaluation of the program by the trainees. They are forwarded to the EY(s) who are responsible for sending them to the beneficiaries.

The awarding of certificates and attestations to the beneficiaries is made by the AY and are issued once. In case the trainees request the reissuance of the certificate at a later time, they will have to pay the amount of 30 euros, as a fee for its reissue. The Council of the Centre is responsible for the policy applied regarding the cases for which there is the possibility, by competent national or international bodies, of certification of qualifications for those who have successfully completed specific educational programmes. Any application to a certification body/organization is submitted through the Centre and after the approval of the relevant application of the EY's by the Council of the Centre.

Attestations and Training Certificates signed by the President of the K.E.DI.BI.M. of the AUTH, after certification by the EY and the AY for the successful completion of each program and may be issued in Greek and English. Certificates and attestations bear, in a prominent position, the logo of the AUTH and the K.E.DI.BI.M. . In cases of cooperation with national or international bodies or programme funding, certificates and attestations may bear insignia and the logo of each cooperating body. The certificates may bear the logo of the Laboratory/Workshop of a Department of the AUTH, in case the programme is implemented in collaboration with the Laboratory/Workshop.



Discount Policy

The council determines the general discount policy of K.E.DI.BI.M. , the application of which is binding for the EY's of the programmes. The terms of the discount policy are announced on the website of the K.E.DI.BI.M. of the AUTH and in the Study Guide of each program. Learn more [here](#).

Use of Premises & Infrastructure

The training programmes implemented by K.E.DI.BI.M. are held within the premises of the AUTH (auditoriums, classrooms, workshops), provided that the educational work of the Departments and Laboratories/Workshops or Units to which the area/space belongs is not hindered. Programmes can be held in places outside of the AUTH, if this is deemed necessary by the EY. The venue of the programme is approved by the council of the K.E.DI.BI.M. , while the suitability of the space and of laboratory equipment available are under the responsibility of the AY.

The premises must have the necessary logistical equipment and comply with all the specifications that ensure the orderly operation and quality of the educational process as well as the conditions of accessibility, safety and hygiene.



Online Learning Platforms/Program Support

The educational programs of the Center for Education and Lifelong Learning of AUTH are carried out in a variety of methods: a) on site b) online learning (synchronous and asynchronous teaching) c) hybrid format of teaching.

The technological support of all the educational programs and the online learning procedures (synchronous and asynchronous teaching) is provided by and with the help of the Information Technology Center of AUTH.

The Information Technology Center is responsible for the Information Technology infrastructure of the Aristotle University. Its staff has the expertise and know-how regarding the use of modern technologies in online learning.

Specifically, they can assist in:

- Creating and hosting a virtual class in the e-learning service of AUTH (<https://elearning.auth.gr>)
- Providing modern online learning tools, such as BigBlueButton, Zoom, MS Teams, Google Meet, etc., for real-time interaction among participants (<https://it.auth.gr/el/academicSupport/diglearn>)
- Creating and hosting the website of each educational program (<http://hosted.auth.gr/>)
- Technological support for multimedia materials (podcasts – videocasts) in sync with the lecturer's presentation of each course.
- Videorecording of the courses (<https://it.auth.gr/el/voicevideoterms>)
- Hosting and connecting the support software of the Center for Education and Lifelong Learning with the digital infrastructures of AUTH.

For issues regarding the aforementioned services, those interested can contact the Information Technology Center of AUTH at <http://it.auth.gr/el/contact>.

Support of the e-learning service is also provided to a point by the [AUTH Library and Information Centre](#).

On 5/7/2017 the steering committee of AUTH's Information Technology Center approved a policy text that regulates the provision of video and audio services. You can find it [here](#).

Quality Assurance

1. Instructors' Registry

For the procedure and the conditions required for the staffing of instructors for the educational programs please advise the Instructors' Registry.

2. Specifications and Quality of the Educational Material

The educational material provided can be in printed or digital form, covers all thematic sections of each program, is free of third-party copyrights or has been legally secured for its use, has been evaluated and approved by the EY of each program, is articulated according to the objectives of the program, contains questions exercises-problems-tasks for understanding the material and/or self-evaluation.

3. Attendance of Educational Programs

During face-to-face learning programs, attendance registry of trainees and trainers is kept based on the program timetable. In distance learning educational programs the implementation method is designed in such a way as to ensure the understanding of the teaching units, as well as the attendance through the digital platform.

4. Program Evaluation

After the completion of each program, the trainees should evaluate the instructors and the program through a questionnaire with specific indicators.

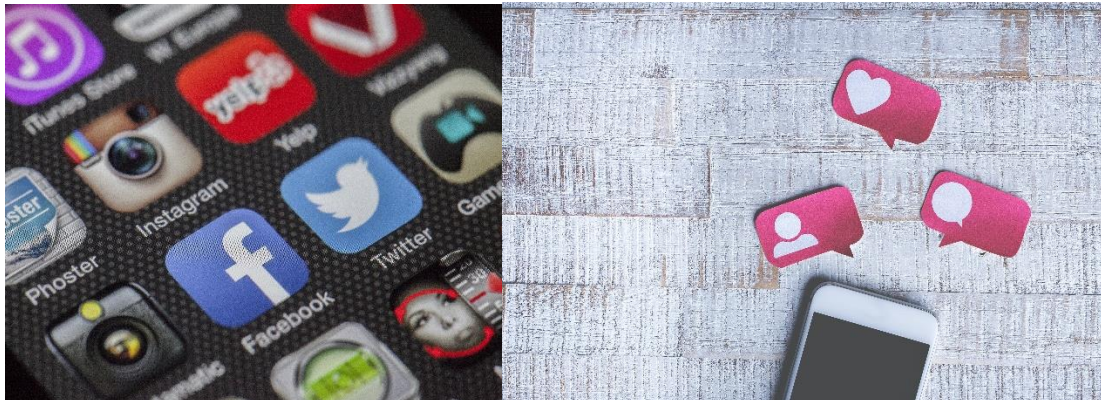
5. Program Evaluation per cycle

Program Evaluation is submitted to the Administrative Support Department of the Center for each cycle of the program, along with the list of successful candidates who will be awarded a Certificate of Training. The Evaluation is based on the program implementation data, the trainees' questionnaires and the results concluded.

Promotion of the programs

The Center for Education and Lifelong Learning AUTH promotes its educational programs with:

- The creation of a digital banner for each program
- Announcements on the website of the Aristotle University of Thessaloniki (monthly)
- Announcements on the website of the Center
- Posts in Social Media ([Facebook](#), [Instagram](#), [Twitter](#), [LinkedIn](#))
- The creation of a bilingual Newsletter sent to all the participants who have previously joined an educational program, as well as to those interested in participating (monthly)
- Promotion of the programs in educational institutions, interconnection offices of universities and other kind of organizations (monthly)
- Promotion of the English language programs and Summer Schools in the [Study in Greece](#) website of the Ministry of Education.
- Promotion of the in-house training programs in companies and organizations.



Communication

Administrative Support Department of KEDIBIM

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