



*Curriculum Guide
of the Lifelong
Learning Course*

Title of the Lifelong Learning Course

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1. Introduction

The Lifelong Learning Centre of the Ionian University welcomes you to the Lifelong Learning Course (specify the type of course)

entitled....., lasting..... teaching hours, which will take place in the period..... (fill in the start and end date) and will be implemented with (fill in the teaching method, e.g. modern distance learning, through the platform...). Successful completion of the Lifelong Learning Course leads to the award of..... (fill in the corresponding certificate) with a total of ECTS/ECVET (select). The Scientific Coordinator of the Lifelong Learning Course is..... (Name, Grade, Department, Academic Institution) and the Academic Supervisor is (Name, Grade, Department, Academic Institution)

2. Lifelong Learning Centre – Ionian University (KEDIVIM)

The Lifelong Learning Centre (KEDIVIM) of the Ionian University was established in 2018 (Government Gazette 1149/29-03-2018 issue B).The Council of the Centre was established by the decision of the 13th/07-02-2019 meeting of the Senate, while the Internal Regulations of the Centre were approved by Government Gazette 1186/09-04-2019 and the New Internal Regulations of the Centre were approved by Government Gazette 4408/26-07-2024.

Lifelong Learning Centre – Ionian University aims to connect the University with the people of science and culture and its interaction with citizens, in a way that satisfies the real needs of society, promotes equality of access to education and knowledge and promotes Greek culture and the domestic economy. The activities of the Centre may take a variety of forms, which are determined by respective social needs in the contemporary world, linking theoretical and practical knowledge, developing mainly the applied dimension of sciences in the respective professional fields.

3. Brief description – Purpose of the Lifelong Learning Course – Subject Area

(This is a brief description of the project and includes information such as its purpose, its objectives, the needs it serves, its innovation, etc. 150-300 words)

.....

4. Who the Lifelong Learning Course is aimed at

The Course is aimed at (describe the target group, up to 150 words)

5. Categories of candidates, Selection criteria and Requirements

- Applications may be submitted by:..... (the minimum qualifications required for trainees e.g. graduates of specific departments, students, high school graduates, etc.)
- Candidates will be selected according to the following criteria (State the selection criteria of the candidates, whether priority order will be followed, etc. If not applicable, cross out)
- The requirements for the attendance of the Course by the trainees are (Indicate possible requirements for attending the Course, for example the following. If not applicable, cross out):
 - Internet access
 - Owning a personal e-mail
 - Basic computer knowledge
 - The minimum number of participants to carry out the training course is (Fill in the minimum number of participants)
 - The maximum number of participants is..... (Fill in the maximum number of participants)

6. Expected learning outcomes of a Lifelong Learning Course

Completing the Lifelong Learning Course, the trainees will be able to:

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(Here it is written what they should know (knowledge), will be able to do (abilities and skills) and what will be the new attitudes that the trainees will develop, at the end of the Course (relate to the Course as a whole), according to the E.P.P. List 5-10 learning outcomes in bulleted form)

7. Lifelong Learning Course structure

(A detailed description of the structure of the Course: timetable, teaching/thematic modules and possible sub-modules, the type of Practical Training (if provided). The hours of each module, sub-module and Practical Training and the ECTS credits awarded shall be indicated.).

Following is the timetable of the Lifelong Learning Course ".....", with the presentation of the teaching modules and sub-modules, the teaching hours, the credits (ECTS/ECVET) and the trainers:

Teaching module	Sub-module (if it exists)	Hours ¹	Credits (ECTS/ECVET) (if it exists)	Trainers
Δ.E. 1:	Δ.Y. 1.1:	3ΔZ 2AA		
	Δ.Y. 1.2:	3ΣA		
	5AA		
Δ.E. 2:	Δ.Y. 2.1:			
	Δ.Y. 2.2:			
			
Practical exercise				
Sum				

¹ΔZ: Live (in a classroom), ΣA: Distance learning (videoconferencing), AA: Remotely asynchronous (e.g. e-class platform)

If the Course is part of the ECVET system determine based on the total time of employment (column D) according to the measure (1 hour of employment corresponds to 0.04 ECVET or conversely 25 hours of total employment (workload) corresponds to 1 ECVET). More information on ECTS subjects at: https://www.ethaae.gr/images/articles/813-ects_users_guide_2015_gr_cr.pdf

Detailed content of teaching modules

(If the Lifelong Learning Course contains more than one teaching unit, a detailed description of each of them (summary, key words/concepts, expected learning outcomes, indicative sources of study))

Δ.E. 1 Teaching Module Title 1

- **Teaching module summary** (about 100 words)

.....

- **Key words/concepts** (Write down in the form of short keyword sentences the main concepts that will be developed in this unit, taking into account both the summary and the expected learning outcomes, 4-5 keywords/concepts separated by commas)

Key word/concept 1, Key word/concept 2,

- **Expected learning outcomes** (Write down what trainees should know (knowledge), will be able to do (skills and competences) and what new attitudes they will develop at the end of this module, 3-5 learning outcomes)

When they have completed the module, learners will be able to:

-
-

- **Indicative study sources** (List indicative study sources where appropriate, up to 2)

-
-

Practical exercise

.....

(describe the type of Practical exercise that will be carried out, if it is included in the Lifelong Learning Course, indicatively mention companies (object), as well as the way it will be implemented (time, duration, distribution, supervisors, feedback material, attendance, etc..))

8. Teaching methods and training materials

(Describe in detail the method of implementing the Lifelong Learning Course, e.g. live or distance, the hours of synchronous and asynchronous training, the implementation of tasks, etc. as well as the educational material (up to 200 words))

.....

9. Evaluation methods

- Evaluation of trainees

(The methods by which the degree of achievement of the expected results is assessed are analysed. The way in which trainees are examined, assessed and marked, the grading scale, the performance of tasks, etc. are clearly presented.)

.....

- Evaluation of the Lifelong Learning Course (trainers, trainees, Lifelong Learning Centre – Ionian University)

The evaluation of the Lifelong Learning Course is carried out through a questionnaire completed by the trainees. The findings will be used to continue and/or improve the training course. A template of the questionnaire is available on the website of the Lifelong Learning Centre – Ionian University.

10. Successful Lifelong Learning Course completion

(Minimum requirements for successful completion are presented, such as participation in face-to-face modules, participation in exams, number of successful quizzes, completion of assignments, repayment of the training program, etc.)

For the successful Course completion trainees should:

have attended all the modules and their possible absences must not exceed..... % (select up to 20%) of the planned hours..

- have successfully completed all assigned assessment activities (where applicable)
- have successfully completed the examination (where applicable)
have paid all tuition fees by..... (insert date)

11. Training certificate

After the successful completion of the Course, the trainees are awarded a Certificate of Specialised Training, a Certificate of Continuing Vocational Education, a Certificate of Continuing Vocational Training, a Certificate of Attendance (choose the one that corresponds to the specific Lifelong Learning Course), issued by the Lifelong Learning Centre – Ionian University and signed by the President of the Centre, according to the procedures defined by the institutional framework for lifelong learning.

For trainees who attended but did not complete the whole course, a Certificate of Attendance can be issued. (Delete if not applicable)

12. Obligations of trainee

- Participation in the courses of Lifelong Learning Centre – Ionian University implies the full acceptance by the students of the Study Guide of the Course and the Internal Regulation of Operation of Lifelong Learning Centre – Ionian University.

- The presence of trainees in the training courses is mandatory. In the Courses implemented in physical presence, as well as in those implemented using the modern distance education method, attendance is generally compulsory and the limit of absences cannot exceed ...% (select up to 20%) of the prescribed training hours. The monitoring of asynchronous education is implemented according to the study schedule set by each program.
- Participation in the Courses of Lifelong Learning Centre – Ionian University implies the full acceptance by the trainees of (i) their participation in the Document Sampling Check, (ii) their participation in the Identification Sampling Check, (iii) their participation in the Course evaluation process.
- The recording, by any participant and in any way, of the distance courses, as well as the publication or posting on websites or communication to third parties or the transmission or distribution in any way of the whole or part of the course is not allowed. Such further processing constitutes a breach of the personal data protection framework implemented by the Ionian University, since it violates the General Data Protection Regulation EU 679/2019 and Law 4624/2019, as well as the copyright law and entails the responsibility thereof/ of the one who carries it out.
- Printed, electronic and generally in any way reproducing, publishing or using all or part of the educational material that supports the training course is prohibited and prosecuted. The material in question is used exclusively for the needs of the educational process and is intended for individual use only.
- Trainees can be informed about the processing of personal data, the rights and the privacy and personal data protection policy from the Ionian University website <https://gdpr.ionio.gr/>
- The awarding of the Training Certificate presupposes the trainees' participation in all assigned Course evaluation activities. As long as there are financial outstandings, no Certificate of Training or Certificate of Attendance will be awarded.

13. Scientific coordinator - Trainers

(The Academic Supervisor, the Scientific Coordinator and in alphabetical order all the Trainers of the Course are presented, with a very short CV (one paragraph, 100-150 words). Make a link with the teacher's name, which will refer to the CV link. It is also recommended to add a small photo for each member)

.....

14. Participation cost - Discount policy

(State the cost of the Lifelong Learning Course, the method of payment (one-off or in installments), bank account details, the final date of payment obligation, the categories of discount beneficiaries and the required supporting documents for its provision, etc.)

Bank Account Details (to be filled in by the Scientific Officer of the respective program)

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The cost of participation (tuition) amounts to€.

Tuition fees can be paid either in a one-time payment or in instalments (You can choose only one-off or a combination with installments / Choose up to 4 installments depending on the duration of the Lifelong Learning Course and the total cost / Minimum installment is set at €50).

Registration and payment of the corresponding fees (either one-off or the first installment) (select the one that applies) is done no later than seven (7) days before the start of the Lifelong Learning Course lessons.

The above tuition fees cover all the costs of registration, participation in educational procedures and activities, provision of educational materials, evaluation, awarding of Certificates, and the overall administrative and technical support of the trainees.

The Lifelong Learning Centre – Ionian University, in the context of the provision of self-financed programs, applies a special discount policy for specific categories of trainees which is presented in the table below.

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The categories of partial exemption from monitoring fees, as well as the maximum percentages of discount per category, are reflected in the table below. Select that applies to the specific Lifelong Learning Course.

Possibility of a partial exemption from the monitoring fees

Description	Discount rate
<ul style="list-style-type: none">• Unemployed	(maximum 90%)
<ul style="list-style-type: none">• University students• European Youth Card holders• Disabled• Members of a large family	(maximum 50%)
<ul style="list-style-type: none">• Trainees who have attended or are attending a Lifelong Learning Course at Lifelong Learning Centre - Ionian University• Staff working at the Ionian University• Graduates of the Ionian University	(maximum 30%)
<ul style="list-style-type: none">• Group registrations of three (3) persons or more from the same institution• Employees in companies with a similar subject to that of the training programme	(maximum 15%)
<ul style="list-style-type: none">• One-time payment of tuition fees	(maximum 15%)

Conditions for granting discounts

In order to approve the tuition discount for all the above cases:

- 1) The interested party must have submitted the relevant **application** for participation in the Lifelong Learning Course he/she is interested in and it has been accepted
- 2) The trainee must send the relevant supporting documents to the Secretariat in time for the discount, before the start of the selected Lifelong Learning Course.

Discount categories do not combine and aggregate. If a candidate belongs to more than one of the above categories, someone is entitled to the discount of only one category, the one somebody chooses.

Refund of tuition fees is possible only in exceptional cases and if the applicant informs the Centre's Secretariat in writing **before the start of the Lifelong Learning Course** that the applicant does not wish to attend the training, stating in detail the reasons for discontinuing the training.

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In case of cancellation of the trainee's participation in the Course, the Lifelong Learning Centre – Ionian University withholds 50% of the deposits made until then if the cancellation is made within the first two weeks from the beginning of the Course. If the cancellation is made after this period, the full amount of the deposits made until then is withheld.

In the case of Courses with duration of less than 2 weeks, the above paragraph is replaced by the following "In case of cancellation of the trainee's participation in the Course, a refund is made only if the cancellation of the participation is made before the start of the Course, otherwise the Lifelong Learning Centre – Ionian University withholds the entire amount of deposits up to that point."

15. Applications

Applicants submit an application online on the website of the Lifelong Learning Centre – Ionian University and complete or attach all the prerequisites, according to the respective notice and within the time frame specified therein.

In case the minimum required number of trainees is not collected, the Lifelong Learning Centre – Ionian University reserves the right to change the start date of the Course or even cancel it..

16. Contact

For more information interested parties can contact:

- For issues related to the structure and operation of the Lifelong Learning Course with the Academic Supervisor....., email.....tel..... or the Scientific Coordinatoremail:....., tel.:.....(Academic/Professional details, tel., email, contact hours).
- For secretariat matters and submission of applications, you can contact Ms. Valerianou Theodora at the Secretariat of Lifelong Learning Centre - Ionian University (KEDIVIM), email: kedivim@ionio.gr, Tel.: +302661087920, Address: Terma Kolokotroni, Corfu GR-49 132).

17. Additional Information

- [KEDIVIM website Ionian University](#)
- [Regulation of Operation KEDIVIM Ionian University](#)