



الجامعة الافتراضية السورية
SYRIAN VIRTUAL UNIVERSITY

Lifelong Learning Center



Internal Rules

Article / 1 / Definitions:

In the application of the provisions of these Regulations, the following terms shall have the meaning next to each:

Board of Trustees: Board of Trustees of the Syrian Virtual University.

University President: President of the Syrian Virtual University.

The University: The Syrian Virtual University.

University Council: The Syrian Virtual University Council.

Financial System: The Financial System of the Syrian Virtual University.

Training Program / Training Course / Scientific Club: The organizational framework for specialized training activities leading to a certificate of attendance or training certificate in specialized or general fields.

Training outcomes: The knowledge and skills that a trainee must have in order to be successful.

The accredited Unit: is the unit of measurement used by the University to measure the effort exerted in the training content. The calculation of the duration of the unit for the training outcomes in the training content reflects the number of hours of training in the class, the number of hours the trainee employ outside the class and the method of training. Each credit hour is equivalent to 25 hours of exerted effort.

Training content: The training module in which the trainee exam is conducted.

Virtual class: A group of trainees enrolled in one of the courses of the training program / training course / scientific club.

Synchronized Session: is an online meeting that combines the trainer with the trainees within a virtual classroom to conduct dialogues and discussions that can take place within the context of covering the training material. The synchronized sessions shall be held by the accredited systems at the University. These meetings

shall be recorded and uploaded on the University's systems and made available for the trainees to follow them as needed.

Non-synchronized Session: is a recording (audiovisual) conducted by a specialist and covers a part of the training material and it is made available for the trainee on the university systems for reference whenever they wish.

Massive Open Online Courses (MOOCs): are a set of recorded videos attended by the trainee alone and can be combined with exercises or with an exam or both and offered on an electronic platform.

Article / 2 / Vision, Mission and Values of the Center:

1- Vision:

As part of the efforts of the Syrian Virtual University to become one of the world-class universities, the University's Lifelong Learning Center seeks to take a leading position in training and qualification at the national, regional and global levels. And to be a pioneer in training generally, and virtual, electronic and distance training in particular, based on the experience accumulated in the field of virtual education and related technologies to qualify human resources in line with the global professional requirements and to meet the needs of the labor market in various areas.

2- Message:

Establishing the foundations for the development of human resources and business, preparing distinguished scientific workforce capable of competing in the labor market in all fields, providing an advanced training environment by identifying the actual training needs of institutions and individuals and adopting new methods of delivering training services in a manner that enables them to innovate and create which shall positively reflect on the development of society.

3- Values of the Center:

- Excellence in the field of virtual and electronic training and distance training in addition to providing distinctive traditional training in the areas of the specialization of the university.
- Focusing on clients (students, companies, children, various individuals who wish to train).
- Innovation and continuous development of training methods through the use of a distinguished training platform and new training and educational tools.
- Cooperation with training centers and universities at all national, regional and global levels.

Article (3) Objectives:

- Delivering training services using modern ICTs to help overcome time and space limits.
- Following up on the rapid changes in professions, sciences and labor market needs of individuals and institutions and meeting them through training courses.
- Preparing training teams with advanced knowledge, capacity and scientific expertise to contribute to supporting the training process through the virtual training environment.
- Following-up on the needs of the community, as part of the university's role in social responsibility, and contributing to providing equal opportunities for lifelong learning for different segments of society which in turn shall contribute to its development.
- Developing the skills of the trainees and raising their professional competence to help them head out to the labor markets or to have the ability to establish their own projects for the purpose of developing the community and improving the local and surrounding business environment.
- Providing technical, professional and scientific consultations in various technological, administrative and training fields.

Article / 4 / Training Outcomes:

The training outcomes are determined in the bylaws of each training program.

Article / 5 / Types of programs / training courses / scientific clubs:

The Center offers training programs tailored to the needs of the labor market and the needs of the community:

A- programs/ Specialized directed training courses for:

- Students: Training courses in a range of skills that facilitate their entry into the labor market.
- Teachers and trainers: Training courses in a range of skills that contribute to raising the efficiency and quality of the educational and training process.
- Individuals: Training courses in a range of skills that facilitate their entry into the labor market or the development of their knowledge and skills according to their specialties and in accordance with the evolution of the requirements of the labor market.

B- programs/ Specialized training courses for companies, institutions and workers in different sectors: Training courses in a range of skills to develop their knowledge and skills in line with the development of the requirements of the labor market.

C- Scientific clubs: (Information club, robotics club, etc.) for different ages to serve the social responsibility of the university in order to achieve the mission of the university formulated by the decree that established it.

Article / 6 / Mechanism of the Training Center:

1. Management:

- The Lifelong Learning Center is managed by the University Vice President for Lifelong Learning Affairs.

- The University President appoints the director of the Lifelong Learning Center at the suggestion of the University Vice President for Lifelong Learning affairs and the approval of the University Council.
- The Center shall have an executive team of professionals working in different specialties at the University under the chairmanship of the Vice President for Lifelong Learning affairs, and this is issued by a decision of the President of the University.
- Trainers will be assigned by a decision by a decision of the University President at the suggestion of the Student Affairs Council and the Executive team of the Lifelong Learning Center.
- The executive team consists of:
 - Director of Lifelong Learning Center.
 - Special Coordinator for Management Programs.
 - Special Coordinator for Language Programs.
 - Special Coordinator for technical programs.
 - Special Coordinator for scientific clubs.
 - Coordinator for trainees' affairs.
 - Exams Coordinator.
 - Information Coordinator.
 - Secretariat.
- The team shall meet at least twice a month and its due compensation shall be paid in accordance with the financial regulations approved by the University and specified for the committees and councils.
- It shall be responsible for:
 - ✓ Following up on the creation of training programs / training courses / scientific clubs.
 - ✓ Following up on the design of training programs / training courses / scientific clubs.
 - ✓ Following up on the opening of training programs / training courses / scientific clubs.
 - ✓ Suggesting trainers' names and following up on their evaluation.
 - ✓ Continuous follow-up with the management of training programs / training courses / scientific clubs.

- ✓ General supervision of the implementation of training programs / training courses / scientific clubs.
- ✓ Following-up on trainees' status.
- ✓ Prepare periodic reports on the process of training programs / training courses / scientific clubs.
- ✓ All works that ensure the proper functioning of the Center according to the regulations in force at the University, and any tasks assigned to it by the University president.

2. Mechanism for establishing, designing and opening training and lifelong learning programs:

- Training and lifelong learning programs are created and opened by a decision of the University Council upon the proposal of the Council of Student Affairs.
- Lifelong learning programs are designed and developed by specialized committees formed by the University Council upon the proposal of the Council of Student Affairs.
- The Center relies in the design of training and lifelong learning programs on the Outcome Based Training methodology.
- The internal regulations for each of the training and lifelong learning programs are issued by a decision of the Board of Trustees upon the approval of the University Council and the proposal of the Student Affairs Council.
- Three parties participate in the development of programs, training courses and scientific clubs:
 - The university: represented by the management and staff of the training center and the concerned training program.
 - Institutions or persons that will contribute in defining the axes of the required training program based on the need of the market.
 - Developing Party.

The responsibility of each party shall be determined in the following points:

- 1. The University represented by the Lifelong Learning Center and the Executive Team Staff:**

- Proposing the necessary subjects and training areas.
- Consulting with public and private institutions to learn more about the market needs and the necessary skills to identify the training axes in each field.
- Supervising the implementation of the training program in partnership with the Department of Lifelong Learning Center.

2. Institutions or persons who will contribute in defining the axes of the training program:

- Providing information on the position of the labor market and the main axes that must be presented within the training programs.
- Collaborating with the management of the Lifelong Learning Center, and proposing people to develop training programs and carry out the training process.

3. Developing party:

- Providing training content including the required axes and meeting the conditions referred to in the contracts and agreements between the University and the developer or institutions that have been cooperating with them if they exist.

3. Mechanisms of implementation:

1. Registration Conditions:

- The admission requirements for the training programs are set out in the regulations list for each program or training course.
- The approved training hours that the trainee can enroll in for each program or training course are specified under the bylaws of each program or training course.

2. Training and Examinations:

1. The University provides an information system for the management of the content of the training programs / training courses / scientific clubs. The trainee will study them in a self-learning and interactive process according to the trainer's instructions by studying the training content of the program and following the synchronized or non-synchronized sessions or the Mooc and

the relevant supporting references; and doing required assignments (Homework and projects ...) and taking the exams if they exist.

2. At the beginning of the semester, the trainee shall receive the training program definition document that includes the training outcomes, the evaluation criteria and the training methods. They shall also get the work plan, the homework, the activities and the dates of delivering them and the exams (In case any of these exist).

3. In the training process, a scientific content developed by the university in cooperation with specialized bodies within the field of the training program shall be adopted in light of the continuous development in scientific and technological fields. The training content should be reviewed by specialized committees from time to time (not exceeding three years).

4. The duration of the study shall be determined in the training programs / training courses / scientific clubs and the dates of the examination periods (if there is any) based on a time plan approved by the University Council upon the proposal of the Student Affairs Council and the Center's management.

5. Part of the training can be theoretical and the other part practical which is done in one of the jurisdictions involved in the field of specialization, and part of the training can be in the form of synchronized, non-synchronized or Mooc sessions.

6. The trainee can obtain a certificate of attendance only without the submitting examinations or passing its examinations according to the standards of the regulations for programs and training courses and obtaining a certificate of completion of a training course.

7. The trainee shall not be given any certificate in case of withdrawal from training or not completing it.

8. All subjects that have financial implications shall be dealt with by the University Council and a related decision shall be issued by the President of the University.

9. All administrative issues are addressed by the Executive Team of the Lifelong Learning Center.

10. The University Council shall approve the results of the examinations of the training programs / training courses / clubs, and the certificates of attendance shall be issued and signed in accordance with the internal regulations of the University.

Article / 7 / Examination Rules and Regulations and Objections:

The general rules governing examinations and electronic objections in the bylaws of the University shall apply to applicants for the examination of the programs and training courses.

Article / 8 / Fees and Premiums:

- The fees for registration in the training program / training course / scientific club shall be determined by the Board of Trustees based on the approval of the University Council and the proposal of the Student Affairs Council according to the number of training hours approved in the program and they shall be reconsidered prior to the implementation of each training program.

Article / 9 / Success and completion of the training course:

The conditions for success and completion of the training program / training course / scientific club shall be determined in the bylaws of each program or training course.

Article / 10 / Final Provisions:

This regulation applies to all trainees who are enrolled in training programs / training courses / clubs after being approved by the Board of Trustees.