

## International Balkan University

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Based on Article 94 of the Law on Higher Education (Official Gazette of the Republic of North Macedonia No. 82/18, 154/19, 178/21, and No.58/24) and Article 32 of the Statute of the International Balkan University Skopje, the Senate of the University, at the session held on 14.05. 2024, brought the following

### R U L E B O O K ON THE LIFELONG LEARNING CENTER

#### Article 1

This Rulebook regulates the aim, organizational structure, and activities of the Lifelong Learning Center (hereinafter: the LLC) of the International Balkan University Skopje.

#### Article 2

The aim of the LLC is to provide individuals and groups of all ages and backgrounds with opportunities for continuous personal and professional development throughout their lives.

#### Article 3

The work of the LLC includes the following activities:

- **Promoting Lifelong Learning:** Encourage a culture of lifelong learning by providing accessible and diverse educational opportunities for individuals and groups at various stages of life.
- **Educational Courses and Workshops:** These can cover a broad spectrum of subjects, including academic writing, language learning, computer skills, financial and legal literacy, arts and crafts, photography, and more. Courses may vary in length and intensity to accommodate different learning styles and schedules.
- **Professional Development Programs:** Workshops, seminars, and certificate programs designed to enhance professional skills and knowledge in areas

such as leadership, project management, communication skills, negotiation tactics, and career advancement strategies.

- **Seminars and Lectures:** Invited speakers, experts, and scholars present talks and lectures on topics of interest, ranging from scientific discoveries and technological innovations to cultural trends and historical events.
- **Volunteer Opportunities:** Partnering with community organizations to offer volunteer opportunities and service-learning projects that allow participants to contribute to the community while gaining valuable skills and experiences.
- **Technology and Digital Literacy Programs:** Training sessions and workshops focused on teaching participants how to use computers, navigate the internet, utilize social media platforms, and stay safe online.
- **Entrepreneurship and Small Business Support:** Workshops, mentoring programs, and networking events designed to support aspiring entrepreneurs, small business owners, and freelancers in starting, managing, and growing their ventures.
- **Intergenerational Programs:** Activities that foster connections and collaboration between different generations, such as mentorship programs, intergenerational learning projects, and community service initiatives.
- **Environmental and Sustainability Initiatives:** Educational programs, workshops, and community projects focused on environmental conservation, sustainability practices, and ecological awareness.
- **Civic Engagement and Advocacy:** Workshops, forums, and campaigns aimed at promoting civic engagement, voter education, social justice advocacy, and community activism.
- **Discussion Groups and Book Clubs:** Facilitated discussions and book clubs provide opportunities for participants to engage in meaningful conversations, exchange ideas, and explore various perspectives on literature, current events, or specific themes.
- **Physical Fitness and Wellness Activities:** Exercise classes, yoga sessions, tai chi, meditation workshops, and other wellness programs aimed at promoting physical health, stress reduction, and overall well-being.

- **Arts and Cultural Events:** Art exhibitions, music performances, theater productions, film screenings, and cultural festivals showcasing local artists, performers, and cultural traditions.
- **Personal Growth:** Support personal growth and self-improvement by fostering critical thinking, creativity, problem-solving, and self-reflection.
- **Flexibility and Convenience:** Offer flexible learning formats, such as in-person classes, online courses, blended learning options, and self-paced study, to accommodate the diverse needs and preferences of learners.
- **Continual Improvement:** Continuously evaluate and enhance programs and services based on feedback from participants, emerging educational trends, and societal needs.
- **Empowerment:** Empower individuals to take ownership of their learning journey, set goals, and pursue their passions and interests with confidence and enthusiasm
- **Other activities:** determined by the Statute of the University and by this Rulebook.

#### Article 4

The Lifelong Learning Center is managed by the Coordinator of the Lifelong Learning Center.

The Coordinator of the Lifelong Learning Center is appointed and can be dismissed by the Rector of the International Balkan University.

The appointment of the Coordinator of the Lifelong Learning Center is for a one-year term, with the possibility of re-election.

The Coordinator of the Lifelong Learning Center provides monthly reports to the University Rector and also responds to any specific requests from the Rector regarding updates or information pertaining to the Lifelong Learning Center.

The Rectorate of the University, may adopt Application Guidelines and Procedures for Lifelong Learning Center.

#### Article 5

The coordinator of the Lifelong Learning Center within the competences:

- **Program Development and Implementation:** The Coordinator is responsible for developing and implementing educational programs, courses, and workshops that align with the center's mission and objectives.

- **Budgeting and Financial Management:** Oversight of the center's budget, including allocating funds for programs, staffing, resources, and facilities, as well as ensuring financial sustainability and adherence to budgetary guidelines.
- **Staffing and Personnel Management:** Recruitment, training, supervision, and evaluation of center staff, including instructors, administrative personnel, and support staff.
- **Curriculum Development:** Collaboration with instructors and subject matter experts to design curriculum, learning materials, and assessments that meet the needs of lifelong learners and adhere to educational standards.
- **Student Services and Support:** Provision of academic advising, counseling, and support services to students, including registration, enrollment, academic progression, and resolution of student concerns.
- **Marketing and Outreach:** Promotion of the center's programs and services through marketing strategies, outreach initiatives, partnerships with external organizations, and engagement with the community.
- **Policy Development and Compliance:** Development and implementation of policies, procedures, and guidelines governing the operation of the center, as well as ensuring compliance with university policies and relevant regulations.
- **Facilities and Resources Management:** Oversight of physical facilities, equipment, technology infrastructure, and instructional resources necessary for delivering educational programs and services.
- **Evaluation and Assessment:** Monitoring and evaluation of program effectiveness, student outcomes, and participant satisfaction through ongoing assessment and feedback mechanisms.
- **Stakeholder Engagement:** Collaboration with university administration, faculty, staff, students, alumni, community partners, and other stakeholders to advance the mission and goals of the Lifelong Learning Center.
- **Continuous Improvement:** Identification of opportunities for innovation, quality improvement, and strategic growth to enhance the center's impact and relevance in serving lifelong learners.

## Article 6

The Coordinator of the Lifelong Learning Center is responsible for the organization, coordination and control of the activities provided by the Center's work plan.

### **Article 7**

The funds for the work of the Lifelong Learning Center are provided from the own funds of the International Balkan University Skopje, from the Center's activities, donations, sponsorships, and other sources of funds received and distributed by the University.

## **CONCLUDING ARTICLES**

### **Article 8**

This Rulebook enters into force on the day of its adoption.

Prepared by: Betim Ameti LL.M

**Skopje, 14.05.2024**

**President of the  
University Senate**

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**Prof. Dr. Kire Sharlamanov**