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DIRECTOR’S ORDER

Tallinn 10.12.2024 No 1-24/299

**Basis for Operation of the Centre of Academic Affairs of the Estonian Maritime Academy**

Based on clauses 3.3 and 5.5.8 of the Statutes of the Estonian Maritime Academy,

1. I hereby approve the regulation “Basis for Operation of the Centre of Academic Affairs of the Estonian Maritime Academy” (annexed).
2. I hereby repeal Annex 3 to order No 1-24/253 of 5 September 2022 of the Director of the Estonian Maritime Academy “Approval of the Basis for Operation of the Centres of the Estonian Maritime Academy”.

(signed digitally)

Roomet Leiger

Director

APPROVED

by order No of 10 December 2024

of the Director of the Estonian Maritime Academy

**Basis of Operation of the Centre of Academic Affairs of the Estonian Maritime Academy**

1. **General provisions**
	1. The Centre of Academic Affairs is a unit of the Estonian Maritime Academy (hereinafter referred to as “EMERA”).
	2. The name of the Centre in English is the Centre of Academic Affairs.
	3. The Basis of Operation set out the goal, fields of activity and main responsibilities, management, composition, ownership of assets and financing of the operations of the Centre of Academic Affairs.
2. **The goal, fields of activity and main responsibilities**
	1. The goal of the Centre of Academic Affairs is to provide degree programme courses and continuing education courses at EMEREA in its fields of activity and to ensure that EMERA’s strategic goals are attained in compliance with the STCW Convention, national legislation, and the standards set by the quality management system certificate and activity licence issued by the Transport Administration.
	2. The **fields of activity** of the Centre of Academic Affairs are the following:
		1. planning and organising seamless degree and continuing education studies (incl. studies at the Open University);
		2. counselling of learners (students, visiting students, external students, continuing education students);
		3. improving and ensuring the quality of teaching;
		4. coordinating the teaching activities of contractual cooperation partners.
	3. The **main responsibilities** of the Centre of Academic Affairs are the following:
		1. providing group input for preparing the timetable;
		2. preparing the timetable based on the proposals;
		3. planning and administering continuous education courses;
		4. coordinating internship;
		5. providing support to PhD students in study-related activities;
		6. organising medical examinations and training in accordance with the requirements of the STCW Convention;
		7. preparing, issuing and storing documentation regarding studies (applications, orders, invoices, internship and length of service certificates) in compliance with the requirements;
		8. supporting students and programme directors in the graduation process;
		9. preparing, printing, collecting and archiving graduation documents;
		10. providing assistance to programme directors in organising student admissions and coordinating Open University admissions;
		11. counselling students and learners on matters regarding studies and internship;
		12. monitoring the progress of students in their studies and completion of the study programmes, and informing the programme directors;
		13. organising payment of scholarships;
		14. coordinating the development and management of continuing education study programmes and micro-degree programmes;
		15. developing and creating new continuing education study programmes;
		16. applying for teaching development projects, supporting applicants and managing applications;
		17. coordinating international student and teaching staff exchanges on behalf of EMERA;
		18. collecting qualification documents of lecturers and instructors involved in teaching continuing education courses and preparing them for approval;
		19. managing a register of disagreements and customer complaints;
		20. collecting feedback on the organisation of studies and continuing education courses, analysing the results of surveys and questionnaires, planning and participating in improvement activities;
		21. coordinating the studies of the students of the Estonian Military Academy;
		22. drawing up tenders and training proposals for various stakeholders, and organising continuing education courses on the basis of these proposals;
		23. managing the regulations and guidelines for teaching and learning, proposing amendments as needed, and ensuring actions align with the established rules;
		24. managing the degree study and continuing education information on EMERA’s subsite of the university’s external website;
		25. providing input for marketing and communication activities in its areas of activity;
		26. providing input to the Infrastructure Centre to ensure the development of the infrastructure, resources and conditions required for conducting degree courses and continuing education courses;
		27. promoting the university’s reputation and image among partners and stakeholders by aligning daily activities with EMERA’s strategic goals, vision, and mission.
		28. performing other functions in compliance with the Basis of Operation and other legislation.
3. **Management and composition**
	1. The Centre of Academic Affairs includes:
		1. Student Counsellors:
		2. the Internship Coordinator,
		3. the Maritime Training Coordinator;
		4. the Academic Development Specialist;
		5. the Academic Development Project Coordinator.
	2. The Centre of Academic Affairs is led by the Head of the Centre of Academic Affairs.
4. **Assets and financing**
	1. The university owns the assets provided to the Centre of Academic Affairs.
	2. The assets of the Centre of Academic Affairs shall be managed and used in compliance with the Statutes of the Estonian Maritime Academy, the university’s Work Procedure Rules and other documents governing work.
	3. The Centre of Academic Affairs has its own budget, which forms part of EMERA’s budget. The Head of the Centre of Academic Affairs is the authorising officer of the budget funds and financing sources of the Centre of Academic Affairs.