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DIRECTOR’S ORDER

Tallinn 17.12.2024 No 1-24/304

**Approval of the Basis for Operation of the Centre of Maritime Education and Training 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 Maritime Education and Training of the Estonian Maritime Academy” (annexed).
2. I hereby repeal Annex 1 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 1-24/304 of 17 December 2024

of the Director of the Estonian Maritime Academy

**Basis for Operation of the Centre of Maritime Education and Training of the Estonian Maritime Academy**

1. General provisions
	1. The Centre of Maritime Education and Training is an academic unit of the Estonian Maritime Academy (hereinafter referred to as “EMERA”).
	2. The name of the centre in English is the Centre of Maritime Education and Training.
	3. The Basis of Operation set out the goal, fields of activity and main responsibilities, management, composition, ownership of the assets and financing of the operations of the Centre of Maritime Education and Training.
2. The goal, fields of activity and main responsibilities
	1. The goal of the Centre of Maritime Education and Training is to conduct studies at EMEREA in its field 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. The Centre supports the processes related to the defence and completion of internships and contributes to the improvement of teaching and communication activities.
	2. The field of activity of the Centre of Maritime Education and Training encompasses the provision of maritime higher education and continuing education based on professional higher education, master’s and continuing education study programmes.
	3. The main responsibilities of the Centre of Maritime Education and Training are the following:
		1. providing degree programme courses and continuing education courses in the field referred to in clause 2.2;
		2. planning and coordinating the work of the teaching staff and other employees of the Centre, including reviewing the preparation and implementation of individual work plans, participating in the evaluation of members of the teaching staff, managing employment relationships, recruiting, ensuring the growth of the next generation of professionals, improving the teaching staff’s didactic and educational technology skills, and expanding the collaboration network.
		3. implementing and updating a long-term development plan for teaching staff by supporting the continuous professional development and growth of the next generation of professionals, and ensuring the high quality of teaching and compliance with the established requirements;
		4. ensuring that the syllabi of the courses and the corresponding Moodle courses are up-to-date and comply with the requirements, developing and creating new courses that align with the developments in the field, the results of scientific and applied research, the requirements of the STCW Convention and education legislation;
		5. the Centre supports the involvement of research staff in teaching and mentoring, while encouraging lecturers to engage in research activities, thereby strengthening the collaboration between teaching and research;
		6. the Centre ensures that the continuing education study programmes taught by the Centre’s employees are up-to-date and comply with the requirements, like the degree programme courses;
		7. the Centre provides assistance in preparing the timetable, while contributing to the smooth organisation of teaching activities;
		8. the Centre coordinates the activities of the drill and watchkeeping service, including the watchkeeping service in the study buildings and on the campus of the Estonian Maritime Academy, conducts the general lineup and drill training of students, monitors compliance with the uniform requirements, and organises panels for assemblies, ceremonies, guards of honour at festive events in accordance with the rules of procedure for students in EMERA’s study programmes governed by the Maritime Safety Act and the EMERA’s Procedure for Wearing Uniforms;
		9. the Centre manages regulations and guidelines within the field of activity, proposes amendments to other related regulations and coordinates the monitoring of compliance with the regulations;
		10. the Centre collaborates with the Infrastructure Centre to develop the infrastructure required for teaching and research and to provide resources and create conditions that support the achievement of EMERA's strategic goals;
		11. the Centre performs other functions in compliance with the Basis of Operation and other legislation.
3. Management and composition
	1. The Centre of Maritime Education and Training includes:
		1. the teaching staff and other appointed staff conducting studies;
		2. the Study Officer;
		3. the Watch Officer.
	2. The Centre of Maritime Education and Training is led by the Head of the Centre of Maritime Education and Training.
4. Assets and financing
	1. The university owns the assets provided to the Centre of Maritime Education and Training.
	2. The assets of the Centre of Maritime Education and Training 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 Maritime Education and Training has a budget, which forms part of EMERA’s budget. The Head of the Centre of Maritime Education and Training is the authorising officer of the budget funds and financing sources of the Centre of Maritime Education and Training.