 <b>TAL TECH</b> <small>EESTI MEREAKADEEMIA</small>	<b>Procedure for Conducting Operations under the Activity Licence of the Estonian Maritime Academy</b>	
	Document identifier:	V1/4
	Version No:	3
	Managed by:	Quality Manager
	Approved by:	Rector's order No 1-24/85 of 18.03.2019

**Procedure for Conducting Operations under Activity License in the Estonian Maritime Academy**  
*(translation from original document)*

**1. General provisions**

**1.1. Purpose of the regulation**

1.1.1. The Procedure for Conducting Operations under the Activity Licence (hereinafter referred to as "the Procedure") establishes the responsibilities of employees and units to ensure compliance with the requirements laid down in the Convention on Standards of Training, Certification and Watchkeeping for Seafarers (hereinafter referred to as "the STCW Convention"), as amended, the Maritime Safety Act, the General Part of the Economic Activities Code Act and other legislation.

**1.2. Scope of the regulation**

1.2.1. The Procedure applies to the following fields of activity laid down in the activity licence: organising formal and continuing education courses for the crew members and training of skippers of recreational craft. The Procedure lays down the work procedure of the staff of the Shipping Centre, Maritime Training Centre, Simulator Centre, and the employees listed in the Procedure related to conducting operations under the activity licence issued by the Estonian Maritime Administration.

**1.3. Basis of the regulation**

1.3.1. General Part of the Economic Activities Code Act;

1.3.2. International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended;

1.3.3. Maritime Safety Act;

1.3.4. Regulation "The study programmes of the first aid and medical care training of crew members, the extent of training and the qualification requirements for training providers";

1.3.5. Regulation "The requirements for the training and qualification and the procedure for the certification of crew members";

1.3.6. Regulation "The requirements for the knowledge, skills and training and the formats of certificates of skippers of recreational craft";

1.3.7. Curriculum Statute of Tallinn University of Technology.

**1.4. Definitions and abbreviations**

1.4.1. EMERA – the Estonian Maritime Academy

1.4.2. STCW Convention – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended;

1.4.3. TA – Transport Administration


**2. Applying for an activity license and updating data**

2.1. EMERA's Quality Manager shall arrange submission of documents required for applying for an activity licence for organising formal and continuing education courses for the crew members and training of skippers of recreational craft, for supplementing or updating data in an annex to the activity licence to the TA.

**3. Coordinating and approving study programmes**

3.1. An activity licence issued by the TA is required for opening study programmes designed to meet the requirements of the STCW Convention or other international and national maritime legislation.

3.2. The study programmes of formal education approved by the Board of Tallinn University of Technology are submitted for evaluation to the TA by mail prepared by the Office of Academic Affairs and signed by the Vice-Rector for Academic Affairs.

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3.3. The Head of the Maritime Training Centre, in coordination with the Quality Manager, shall submit continuing education study programme(s) and modifications thereof to the TA for approval.

3.3.1. Study programmes and modifications thereof shall be approved by the Director.

#### **4. Qualifications of the teaching staff/lecturers/examiners and ensuring adequately qualified staff. Executors and persons responsible**

4.1. The qualifications of the teaching staff/lecturers and examiners of the Convention-based courses in the study programmes for crew members in the same field of study must correspond at least to the qualifications awarded based on the study they conduct or examine.

4.2. The minimum requirements for the qualifications of the teaching staff of the courses in formal education study programmes and for lecturers of continuing education courses are available on EMERA's network drive: Group (O) /Institutions/Projects/STCW.

4.3. The Head of the Shipping Centre is responsible for verifying the qualification of a lecturer of a Convention-based course who is employed under an employment contract.

4.3.1. Copies of the qualification documents shall be forwarded to the TA by the Study Officer with the approval of the Quality Manager.

4.4. Scanned copies of the qualification documents of the teaching staff of formal education courses are stored on the network drive: Group (O) /Institutions/Projects/STCW.

4.5. The Head of the Maritime Training Centre/Head of the Shipping Centre is responsible for verifying the qualification of a lecturer employed under a contract under the law of obligations.

4.5.1. Copies of the qualification documents shall be forwarded to the TA by the Assistant to the Head of the Maritime Training Centre/Study Officer with the approval of the Quality Manager.

4.6. Scanned copies of the qualification documents of the lecturers of continuing education courses are stored on the network drive: Group (O) /Institutions/Projects/STCW.

4.7. When recruiting a new member of the teaching staff/lecturer/examiner, the Study Officer/Assistant to the Head of the Maritime Training Centre shall submit the qualification documents of the relevant person to the TA in advance.

4.8. If a member of the teaching staff/lecturer/examiner whom the Academy wants to recruit in the future has not received the required examiner/vocational pedagogy or lecturer training, the person shall be referred to the training required by EMERA. The Head of the Shipping Centre and the Head of the Maritime Training Centre shall notify the lecturer of the need to organise the training.

4.9. The training of a lecturer and/or examiner shall be organised by EMERA's Maritime Training Centre. The Centres shall include the resources needed to carry out the training activities in their budgets.

#### **5. Coordinating and approving examination committees**

5.1. the Assistant to the Head of the Maritime Training Centre in collaboration with the Head of the Shipping Centre and with the approval of the Quality Manager prepares a proposal for the composition of the continuing education examination committee.


5.1.1. The Director forms an examination committee with the approval of the TA.

5.2. The Study Officer in collaboration with the Head of the Shipping Centre and with the approval of the Quality Manager prepares a draft order regarding the composition of the examination committee for the final examinations of formal education studies.

5.2.1. The Director forms an examination committee with the approval of the TA.

#### **6. Processing of reports**

6.1. The Maritime Training Centre shall keep the register of the examination reports of formal and continuing education studies.

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6.2. Examination reports shall be drawn up and managed by the Assistant to the Maritime Training Centre.

6.3. The Head of the Maritime Training Centres shall submit an examination report, signed by the members of the examination committee, to the TA no later than the next working day after the examination.

6.4. The reports of the final examinations of formal education studies shall be drawn up and managed by the Student Counsellor of the Centre of Academic Affairs.

### **7. Processing of seagoing service**

7.1. The training supervisors of the Shipping Centre shall submit the completed training record books to the training coordinator after the defence of the training. The training record books shall be stored in the EMERA's document repository (document identifier V-25).

7.2. Based on the training record book, the training coordinator draws up a certificate of the performance of the required seagoing service. A certificate of seagoing service shall be drawn up in two original copies, one of which is given to the student who shall submit it to the TA, the second copy is stored in the EMERA's document repository (document identifier V-26).

7.3. The register of certificates of seagoing service shall be maintained by the EMERA training coordinator.

### **8. Using training equipment**

8.1. The training of crew members on training equipment shall comply with the requirements of the STCW Convention and other international or national regulations.

8.2. The Head of the Simulator Centre is responsible for ensuring the existence and up-to-datedness of the required certificates of conformity of the training equipment.

### **9. Executors and persons responsible**

9.1. The Quality Manager coordinates responses to general requests from the TA, involving the directly concerned parties.

9.2. In matters regarding formal education – the Study Director, the Head of the Study Centre, the Training Coordinator, the Head of the Shipping Centre, the Study Officer.

9.3. In matters regarding continuing education – the Head of the Maritime Training Centre, the Assistant to the Head of the Maritime Training Centre.

9.4. In matters regarding training equipment – the Head of the Simulator Centre.