 TAL TECH <small>EESTI MEREAKADEEMIA</small>	Basis of Operation of the Centre of Maritime Education and Training of the Estonian Maritime Academy	
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Basis of Operations of the Maritime Education and Training Centre of the Estonian Maritime Academy ([original document](#))

1. General provisions

1.1. The Maritime Education and Training Centre is an academic unit of the Estonian Maritime Academy (hereinafter referred to as "EMERA").

1.2. The name of the centre in English is the Maritime Education and Training Centre (METC).

1.3. The Basis of Operation set out the goal, fields of activity and main responsibilities, management, composition, possession of assets and financing of the operations of the Maritime Education and Training Centre.

2. The purpose, fields of activity and main responsibilities

2.1. The purpose of the Maritime Education and Training Centre is to conduct teaching at EMERA 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.

2.2. The field of activity of the Maritime Education and Training Centre encompasses the provision of maritime higher education and continuing education based on the professional higher education, master's and continuing education study programmes.

2.3. The main responsibilities of the Maritime Education and Training Centre are the following:

2.3.1. providing formal and continuing education in the field referred to in clause 2.2.

2.3.2. planning and organizing the work and managing the employment relations of the teaching staff (incl. those teaching under an authorization agreement), as well as other staff of the Centre, development and training and ensuring the next generation of the teaching staff.

2.3.3. ensuring that the syllabuses of the formal education courses and the corresponding Moodle courses are up-to-date and comply with the requirements, developing and creating new syllabuses and Moodle courses.

2.3.4. ensuring that the continuing education study programmes are up-to-date and comply with the requirements, developing and creating new continuing education study programmes.

2.3.5. coordinating the activities of the drill and watchkeeping service.

2.3.6. managing regulations and guidelines within the field of activity, proposing amendments to other regulations related to the field and organizing the monitoring of compliance with the regulations.

2.3.7. performing other functions in compliance with the Basis of Operation and other legislation.

2.4. Drill and watchkeeping

2.4.1. organizing the watchkeeping service in EMERA's study buildings and on its territory in accordance with the rules of procedure for the students in EMERA's study programmes governed by the Maritime Safety Act.


2.4.2. organizing the drill service (conducting the general lineup of students, drill training) in accordance with the rules of procedure for students in EMERA's study programmes governed by the Maritime Safety Act.

2.4.3. monitoring compliance with the uniform requirements for students studying in the study programmes governed by the Maritime Safety Act, as set out in the EMERA's Procedure for Wearing Uniforms.

2.4.4. organizing working groups (for assemblies, ceremonies, guards of honour), incl. flag carrying at festive events.

3. Management and composition

3.1. The Maritime Education and Training Centre includes:

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3.1.1. the teaching staff and other appointed staff conducting studies.

3.1.2. the Study Officer.

3.1.3. the Watch Officer.

3.2. The Maritime Education and Training Centre is led by the Head of the Maritime Education and Training Centre.

4. Assets and financing

4.1. The university is the owner of the assets placed at the disposal of the Centre of Maritime Education and Training.

4.2. The assets of the Maritime Education and Training Centre 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.

4.3. The Maritime Education and Training Centre has its own budget, which forms part of EMERA's budget. The Head of the Maritime Education and Training Centre is the authorising officer of the budget funds and financing sources of the Maritime Education and Training Centre.