	Basis of Operation of the Infrastructure Centre of the Estonian Maritime Academy	
	Document identifier:	V1/6
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	Managed by:	Head of the Infrastructure Centre
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Basis of Operation of the Infrastructure Centre of the Estonian Maritime Academy

(original document)

1. General provisions

1.1. The Infrastructure Centre is a unit of the Estonian Maritime Academy (hereinafter referred to as "EMERA").

1.2. The name of the Centre in English is Infrastructure Centre.

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 Infrastructure Centre.

2. The goal, fields of activity and main responsibilities

2.1. The goal of the Infrastructure Centre is to support studies and research at EMEREA in its fields of activity and to ensure that EMEREA'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 fields of activity of the Infrastructure Centre are the following:

2.2.1. ensuring and developing an appropriate learning and research environment tailored to the needs;

2.2.2. ensuring appropriate teaching and research supplies tailored to the needs.

2.3. The main responsibilities of the Infrastructure Centre are the following:

2.3.1. ensuring the readiness of the auditoriums, organizing furniture, ICT tools and other solutions required for teaching activities in cooperation with the university's Real Estate Office and real estate manager;

2.3.2. coordination and development of the activities of the labs and workshops of the Centre in cooperation with the programme directors, the Centre of Academic Affairs, the responsible teaching staff of the labs and the research groups;

2.3.3. management of EMEREA's vessels;

2.3.4. procurement of equipment, literature, inventories, teaching materials, software licenses and other tools necessary for teaching and research, ensuring their compliance and good condition (maintenance), having an overview and updating thereof;

2.3.5. preparation and implementation of infrastructure and facilities development plans, including obtaining additional financing from projects and funds;

2.3.6. preparation, management (incl. introducing against signature) and storage of sectoral documentation (risk analysis, maintenance logbooks and records, confirmation sheets verifying that the employee has been introduced the internal procedure rules and occupational safety regulations, equipment certificates, etc.) in compliance with the requirements;

2.3.7. 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;

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

3. Management and composition

3.1. The Infrastructure Centre includes:

3.1.1. the Simulators;

3.1.2. the Process Automation Lab;


3.1.3. the Pneumatics and Hydraulics Lab;

3.1.4. the Refrigeration Lab;

3.1.5. the Welding Workshop;

3.1.6. the Locksmith Workshop;

3.1.7. the Electrical Installation Lab;

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3.1.8. the Metal Cutting Workshop;

3.1.9. the Marine Diesel Powerplants;

3.1.10. the Physics Lab;

3.1.11. the Electronics and Electrical Engineering Lab;

3.1.12. the Fish Quality, Ichthyology and Ecology Lab;

3.1.13. the Fish Processing Technology Lab;

3.1.14. the Maritime Cybersecurity Lab.

3.2. The Infrastructure Centre is led by the Head of the Infrastructure Centre.

3.2.1. The additional duties, rights and obligations of an employee responsible for a laboratory or simulator shall be laid down in the employee's job description.

4. Assets and financing

4.1. The university is the owner of the assets placed at the disposal of the Infrastructure Centre.

4.2. The assets of the Infrastructure 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 Infrastructure Centre has its own budget, which forms part of EMERA's budget. The Head of the Infrastructure Centre is the authorising officer of the budget funds and financing sources of the Infrastructure Centre.