	Basis of Operation of the Centre of Academic Affairs of the Estonian Maritime Academy	
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	Managed by:	Head of the Centre of Academic Affairs
	Approved by:	Director's order No 1-24/253 of 5 September 2022

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

(original document)

1. General provisions

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

1.2. The name of the Centre in English is Centre of Academic Affairs.

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 Centre of Academic Affairs.

2. The goal, fields of activity and main responsibilities

2.1. The goal of the Centre of Academic Affairs is to conduct teaching 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.

2.2. The fields of activity of the Centre of Academic Affairs are the following:

2.2.1. planning and organizing uninterrupted formal and continuing education studies (incl. studies at the Open University);

2.2.2. advising students and learners;

2.2.3. improving and ensuring the quality of the study process.

2.3. The main responsibilities of the Centre of Academic Affairs are the following:

2.3.1. drawing up and publishing timetables;

2.3.2. monitoring the implementation of the standard study plans;

2.3.3. planning and administering continuous education courses;

2.3.4. coordinating the development and managing continuing education study programmes and micro-degree programmes;

2.3.5. organizing medical examinations and safety training in accordance with the requirements of the STCW Convention;

2.3.6. keeping a record of the teaching staff's face-to-face teaching workload;

2.3.7. developing the teaching staff's didactic and educational technology skills, organizing training sessions for the teaching staff and leading a cooperation network;

2.3.8. providing support to the teaching staff in managing e-learning environments;

2.3.9. organizing the admission of students and learners;

2.3.10. advising students and learners on matters regarding studies and internship;

2.3.11. monitoring the progress of students in their studies and informing the programme directors;

2.3.12. coordinating the awarding of scholarships;

2.3.13. coordinating international student and teaching staff exchanges on behalf of EMERA;


2.3.14. preparing, issuing and storing certificates, invoices, documents regarding the student status and internship (incl. certificates of seagoing service), dean's office orders and documentation regarding studies in compliance with the requirements;

2.3.15. collecting feedback on the organisation of studies, analysing the results of surveys and questionnaires, planning and participating in improvement activities;

2.3.16. managing regulations and guidelines regarding studies, proposing amendments to other regulations related to the field and organizing the monitoring of compliance with the regulations;

2.3.17. managing the formal and continuing education information on EMERA's subsite of the university's external website;

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

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3. Management and composition

3.1. The Centre of Academic Affairs includes:

- 3.1.1. student counsellors;
- 3.1.2. an internship coordinator,
- 3.1.3. a maritime training coordinator;
- 3.1.4. an academic development specialist;
- 3.1.5. a project manager of academic development.

3.2. The Centre of Academic Affairs is led by the Head of the Centre of Academic Affairs.

4. Assets and financing

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

4.2. 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.

4.3. 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.