

PROCEDURE FOR CONTINUING EDUCATION COURSES AT THE ESTONIAN MARITIME ACADEMY

[\(original document\)](#)

1. General provisions

1.1. Purpose of the regulation

1.1.1. The Procedure for Continuing Education Courses at the Estonian Maritime Academy (hereinafter referred to as "EMERA") establishes the principles of organisation of continuing education courses.

1.2. Scope of the regulation

1.2.1. The regulation applies to the procedure followed by the Centre of Academic Affairs in conducting the continuing education and open studies courses, incl. microdegree courses.

1.3. Basis of the regulation

1.3.1. Statutes of the Estonian Maritime Academy;

1.3.2. Procedure for Using the Simulators of the Estonian Marine Academy;

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

1.3.4. Maritime Safety Act;

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

1.3.6. Continuing Education Regulations of Tallinn University of Technology;

1.3.7. Academic Policies of Tallinn University of Technology.

1.4. Definitions and abbreviations

1.4.1. "open studies" means continuing education related to degree studies, i.e. based on the courses selected from the degree programmes;

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

1.4.3. "training equipment" means simulators, software and other equipment used for conducting practical training sessions.

1.4.4. "continuing education" means the following:

"professional education and training" means continuing education, which provides the opportunity to acquire and develop professional, occupational and/or vocational knowledge, skills and experience in EMERA's field of studies and the opportunity for retraining;

"informal continuing education" means continuing education, which provides the opportunity to develop personality, creativity, talents, initiative and a sense of social responsibility and to accumulate the knowledge, skills and abilities needed in life;

1.4.5. "TÖIS" means continuing education information system;

1.4.6. "continuing education course participant" means a person enrolled in a continuing education course based on a continuing education study programme or open studies.

1.4.7. "university" means Tallinn University of Technology-

2. Planning and organisation of continuing education courses

2.1. The field of continuing education is managed by the Study Director and organised and coordinated by the Centre of Academic Affairs.

2.2. Continuing education is planned based on the degree programmes, international conventions, compliance with which requires refreshing of seafarers' knowledge and skills, other training and market need analysis, and orders from various stakeholders and cooperation partners.

2.3. Continuing education is planned and conducted according to a planned training calendar.

2.4. Continuing education courses are conducted by EMERA's teaching staff and/or specialists from outside EMERA who have the required competence.

2.5. Prior registration either on EMERA's website, by e-mail or by phone or on the spot is required for participation in a continuing education course.

2.6. If a training course is cancelled, the Centre of Maritime Education and Training is obliged to inform the contracting authority and the training participants thereof by e-mail and, if possible, by phone no later than the working day before the start of the training.

3. Rights and obligations of a continuing education course participant

3.1. Rights of a continuing education course participant:

3.1.1. to receive information on the content and organisation of the continuing education course;

3.1.2. to receive study materials required to pass the continuing education course;

3.1.3. to have access to e-learning environments (if required in the course) and to have access to the study information system in open studies;

3.1.4. to receive a document certifying participation in and/or completion of the continuing education course;

3.2. Obligations of a continuing education course participant:

3.2.1. to comply with the requirements for completion of the continuing education course;

3.2.2. to confirm participation in the registration form;

3.2.3. to pay for tuition according to the invoice submitted;

3.2.4. to inform the maritime training coordinator before the start of the course if the course participant chooses to opt out of the continuing education course.

4. Open studies

4.1. Open studies shall be organised on the basis of an individual study plan compiled of courses selected from the professional higher education and master's study programmes.

4.2. The rights and obligations of a continuing education course participant of open studies shall be agreed upon in a written agreement entered into between the university and the course participant.

4.3. Registration for a degree course in open studies means selection of the course for the individual study plan (declaration of a course), which shall be carried out in compliance with the terms and conditions specified in the university's Academic Policies and until the date laid down in the academic calendar. A teacher may cancel a continuing education course participant's registration for the course based on valid reasons (not passing a prerequisite course, failing to fulfil rules of registration for the course, or any other significant grounds).

4.4. Face-to-face teaching in open studies is carried out based on the timetable of degree studies.

4.5. In open studies, the assessment results shall be entered into the study information system by the teacher.

5. Continuing education study programme

5.1. Continuing education shall be organised based on a continuing education study programme entered in the continuing education information system TÖIS.

5.2. The preparation of a new study programme shall be organised by the maritime training coordinator of the Centre of Academic Affairs in consultation with the EMERA's teaching staff and specialists, as well as external experts if necessary.

5.3. Opening of study programmes drawn up under the STCW Convention or other maritime international agreements requires prior approval of the Transport Administration.

5.4. A study programme drawn up under the Convention shall be approved by the Director of EMERA.

5.5. A continuing education study programme not drawn up under the Convention shall be approved by a person authorised by the Director of EMERA.

5.6. Continuing education courses shall be conducted based on the following documents:

5.6.1. an approved continuing education study programme;

5.6.2. a list of teaching staff/lecturers, along with their education certificates, evidence of their qualifications and/or professional experience;

5.6.3. the tests/exam questions used at the end of the training, prepared by the member of the teaching staff/lecturer conducting the training;

5.6.4. training materials and supporting documents prepared by the member of the teaching staff/lecturer conducting the training.

6. Requirements for teaching staff/lecturers and examiners

6.1. The qualifications of the teaching staff/lecturers and examiners of the study programmes for crew members conducted under the Convention must correspond at least to the qualifications awarded based on the study they conduct or examine.

6.2. Specialists from other fields of study who do not have qualifications in the field of study in which the training or examination is conducted may be included in the training or composition of the examination committees of study programmes for crew members conducted under the Convention.

6.3. The teaching staff and examiners of the courses listed in the STCW Convention of the study programmes for crew members conducted under the Convention must have completed the examiner/professional pedagogy or lecturer training, respectively.

6.4. The chairman and members of the examination committee of a maritime educational institution, established to conduct an examination required for the completion of study programme for crew members conducted under the Convention, must have completed the training for examiners.

6.5. The composition of the examination committees of study programmes conducted under the Convention shall be confirmed by the Director of EMERA and approved by the Transport Administration. Examiners shall be provided with the necessary training in accordance with the requirements of regulation I/6 of the STCW Convention. The compositions of the examination committees shall be reviewed as necessary. An examination committee shall include the chairman and the minimum of two members, all of whom need to be present in order for an exam to take place.

6.6. The teaching staff/lecturers of continuing education courses in study programmes not conducted under the Convention shall be selected based on their competence in the subject, professional experience and position.

6.7. The work of a member of the teaching staff/lecturer and member of an examination committee shall be remunerated on the basis of an hourly rate agreed with the Head of the Centre of Academic Affairs.

7. Using training equipment

7.1. Training of continuing education course participants using training equipment is conducted in accordance with the syllabuses and/or study programmes.

7.2. The use of training equipment is planned in cooperation with the Head of the Infrastructure Centre of EMERA in accordance with the Procedure for Using the Simulators of the Estonian Maritime Academy.

8. Testing knowledge and/or skills and recording results

8.1. The assessment methods and assessment criteria shall be defined in the study programme available to the continuing education course participants prior to the commencement of the training.

8.2. Only persons who have completed the training course are eligible to take a knowledge and/or skills test unless otherwise specified by legislation.

8.3. The results of a knowledge and/or skills tests in a continuing education study programme conducted under the Convention shall be recorded in the examination report drawn up by the examination committee, The report shall be signed in the university's records management system and submission of the report to the Transport Administration shall be organised by the maritime training coordinator.

8.4. In the examination report of a knowledge and/or skills test of a continuing education study programme conducted under the Convention, a positive result shall be recorded as "passed" and a negative result shall be recorded as "not passed". The re-exam date is determined by the agreement of the parties.

8.5. Reproducible inserts used for assessing the performance or other documents shall be preserved by the teacher of the relevant training course for at least one calendar month from the date of the assessment.

8.6. A course participant has the right to file an appeal with the chairman of the examination committee:

8.6.1. with regard to the procedure and process of the knowledge and/or skills test;

8.6.2. in the case of disagreement with the result of the knowledge and/or skills test.

8.7. A continuing education course participant who wishes to dispute a decision concerning him/her, must contact the person who made the decision or the chairman of the examination committee and explicitly express his/her desire to dispute the decision.

8.8. An appeal shall be submitted in writing with the chairman of the examination committee within three working days as of the date the course participant became or should have become aware of the decision.

8.9. Appeals shall be processed in accordance with the university's Academic Policies.

9. Preparing and issuing continuing education certificates

9.1. A certificate is issued to a person who has completed a continuing education course to its full extent.

9.2. A certificate shall be drawn up using the relevant form (Annexes 1 and 2).

9.3. The following data shall be entered on the certificate form:

9.3.1. the first and last name of the certificate recipient;

9.3.2. the personal identification code, in the absence thereof date of birth of the certificate recipient;

9.3.3. the title of the continuing education study programme;

9.3.4. the period of study;

9.3.5. the total workload in hours;

9.3.6. the content or learning outcomes;

9.3.7. EMERA's stamp;

9.3.8. the name, signature of the Director of EMERA or a person authorised by the Director, the place and date of issue of the certificate;

9.3.9. the postal address, phone number, e-mail address of the issuer;

9.3.10. the university's registry code;

9.3.11. the certificate number.

9.4. A certificate of a training provided under the Convention shall be drawn up using the relevant form (Annexes 3).

9.5. The following data shall be entered on the certificate:

9.5.1. the name of the issuer of the certificate;

9.5.2. the title of the continuing education study programme and references to the requirements of the STCW Convention;

9.5.3. the place and date of issue of the certificate;

9.5.4. the certificate registration number;

9.5.5. the date and workload of the training course;

9.5.6. the period of validity (if required);

9.5.7. the first and last name of the certificate recipient;

9.5.8. the date of birth of the certificate recipient;

9.5.9. EMERA's stamp;

9.5.10. the signature and name of the Director of EMERA or the person authorised by the Director;

9.5.11. the postal address, phone number, e-mail address and registry code of the issuer.

9.6. To receive a duplicate certificate, a person shall submit a written application to the maritime training coordinator. If a certificate has been damaged, it shall be attached to the application. A duplicate certificate shall be drawn up using the certificate form. The details of the original document shall be entered on the form. The duplicate certificate shall be issued with the number of the original document and the note "duplicate" and the date of issue shall be added to the top right corner of the duplicate.

9.7. A duplicate certificate shall be signed by a person authorised by the Director of EMERA.

9.8. The Head of the Centre of Academic Affairs is responsible for the preservation of the forms and their use for the intended purpose.

10. Financial management of continuing education courses

10.1. Continuing education is a payable service provided EMERA. The price of the continuing education service will be determined according to the price calculation prepared by the Centre of Academic Affairs of EMERA. The Head of the Centre of Academic Affairs has the right to reduce or increase the price depending on the market situation and the number of participants in the training.

10.2. A certificate will not be issued to a participant of professional education and training or informal education course until the tuition fee for the training course has been paid.

10.3. The terms and conditions for imposing VAT on the tuition fee of continuing education courses have been laid down in the relevant Procedure of the university.

11. Ensuring the quality of continuing education

11.1. To ensure quality, the principles of EMERA's quality management, as well as those set forth in this Procedure, shall be followed when conducting continuing education courses.

11.2. To ensure ongoing quality improvement, regular feedback from continuing education course participants is collected; the results of the aggregated feedback analysis are used to implement necessary changes.


12. Executors and persons responsible

12.1. The Head of the Centre of Academic Affairs is responsible for the implementation and compliance with the regulation.

12.2. The Head of the Centre of Academic Affairs is responsible for managing the regulation.

12.3. The Head of the Infrastructure Centre is responsible for the compliance and availability of the Simulator Centre and other equipment in training in accordance with the Basis for Operation of the Infrastructure Centre of the Estonian Maritime Academy.

A sample certificate form in Estonian



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A sample certificate form in English

The image shows a sample certificate form with a blue gradient header. The header contains the TAL TECH logo and the text 'ESTONIAN MARITIME ACADEMY'. The word 'CERTIFICATE' is prominently displayed in the center. At the bottom, the text 'TALLINN UNIVERSITY OF TECHNOLOGY' is written in a light blue font, followed by contact information for the Estonian Maritime Academy.

**TAL
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ACADEMY

CERTIFICATE

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A sample certificate form of a training course conducted under the Convention

