

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 1 of 14

**THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHERSON STATE MARITIME ACADEMY**

AGREED

First Vice-Rector

_____ Kulikova L.

“ ___ ” _____

APPROVED

Rector of KSMA

_____ Cherniavskiy V.

“ ___ ” _____ 2019

**REGULATION ON
TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL
“Warnow Jupiter”
KHERSON STATE MARITIME ACADEMY**

QMS 04-111-2019

(Version № 2)

Approved by

Academic Council of KSMA

Protocol № _____

“ ___ ” _____ 20__

Acting scientific secretary

_____ Babyshena M.

Entered into force by order

“ ___ ” _____ 20__ №__

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 2 з 14

CONTENT

INTRODUCTION	
1. Field of application	3
2. Regulatory references	3
3. General provisions.....	4
4. Structure and management.....	5
5. Functions of training-methodological laboratory “Warnow Jupiter”.....	6
6. Tasks of training-methodological laboratory	6
7. Material-technical and educational methodology support of laboratory	7
8. Activities, documentation and reporting.....	8
9. Relationships of training-methodological laboratory onboard Vessel “Warnow Jupiter” with other subdivisions.....	8
10. Responsibility of training-methodological laboratory	9
11. Final provisions	9
Mailing list	11
Acknowledgement list	12
List of periodic changes	13
List of periodic inspections	14

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 3 of 14

INTRODUCTION

1. This Regulation was developed by a leading specialist of training-methodological laboratory “Warnow Jupiter”.
2. It is approved by Academic Council of Kherson State Maritime Academy.
3. It is put into effect by order of Rector of Kherson State Maritime Academy.
5. Periodic inspection is carried out with an interval not exceeding 12 months.
6. Changes are developed as a result of application in practice in Kherson State Maritime Academy or at change of requirements of regulatory documents on the basis of which the Regulation is developed.

1. FIELD OF APPLICATION

- 1.1. This Regulation is an internal normative document that establishes the legal status of training-methodological laboratory onboard vessel “Warnow Jupiter” (hereinafter - the Laboratory) of Kherson State Maritime Academy, defines its tasks, functions, structure, rights and responsibilities of employees, interaction of the laboratory with KSMA structural subdivisions and third-party organizations.
- 1.2. This Regulation is an internal normative document of KSMA, and therefore is not subject to review by other parties, except for the auditors of KSMA or the auditors of the certification body during quality inspections and other bodies that carry out inspections.
- 1.3. This Regulation is mandatory for use by all structural subdivisions, which include the Laboratory.

2. REGULATORY REFERENCES

- Law of Ukraine “On Higher Education” (dated 01.07.2014 № 1556-VII);
- Law of Ukraine “On Education” (dated 05.09.2017 № 2145-VIII);
- Law of Ukraine “On labor protection”, adopted by Verkhovna Rada of Ukraine on October 14, 1992 (as amended);
- Law of Ukraine “On Scientific and Scientific-Technical Activity”;

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 4 of 14

- Law of Ukraine "On Priority Areas of Science and Technology";
- Statute of KSMA;
- Regulation on the organization of educational process in KSMA;
- Order of the Ministry of Education and Science dated 01.08.2001 № 563 “On approval of the Regulation on the organization of work on labor protection of participants in the educational process in institutions and educational institutions”;
- Order of the Ministry of Education and Science dated 18.04.2006 № 304 “About the statement of the Regulation on the procedure for carrying out training and check of knowledge concerning labor protection in the institutions, establishments, the organizations, the enterprises subordinated to the Ministry of Education and Science of Ukraine”;
- Methodical recommendations of the Ministry of Education and Science “On the use of methodical materials "Preparation of a higher education institution for the new academic year on occupational safety and health”;
- QMS 04-96-2019 “Instruction on the development of provisions governing the activities of KSMA”.

3. GENERAL PROVISIONS

3.1. The training-methodological laboratory “Warnow Jupiter” is an experimental form of educational process, which provides a unique opportunity to combine theoretical and practical training of cadets in real working conditions on a modern ship and in a short time to train qualified specialists for the sea fleet.

3.2. The laboratory was established in accordance with the Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activity”, “On Priority Areas of Science and Technology” and in accordance with the Statute of KSMA.

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 5 of 14

3.3. The laboratory was established by the order of Rector of the Academy №114 dated April 13, 2010 onboard vessel “Warnow Jupiter” and it is subordinated to Rector of KSMA.

3.4. The purpose of the laboratory is to accumulate methodological, practical and research experience by cadets during their shipboard practice on the training and production vessel “Warnow Jupiter” with its subsequent introduction into the educational process of Kherson State Maritime Academy, and to improve the quality of practical training onboard vessels of other shipping companies.

3.5. The activity of the laboratory is aimed at bringing into the system of coordination the efforts of the Academy’s teaching staff and Marlow Navigation employees, the basic enterprise of KSMA; improving the procedure of shipboard practice and experimental investigations in the framework of conducting research; creating conditions for cadets to gain skills and abilities when working with the state-of-the-art ship equipment.

3.6. In its activity, the laboratory is guided by the orders of the Ministry of Education and Science of Ukraine and Rector of KSMA, as well as the main normative international and national maritime documents: International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended; regulations of the International Maritime Organization (IMO).

4. STRUCTURE AND MANAGEMENT

4.1. The training and support staff of the laboratory includes:

- head of the laboratory;
- leading specialist.

4.2. The training-methodological laboratory “Warnow Jupiter” is headed by its Head who is appointed and dismissed by the order of Rector of the Academy (at the request of Vice-Rector for Research and in coordination with Head of Practice, Certification

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 6 of 14

and Employment Department), in accordance with the requirements of the current labor legislation of Ukraine, the Statute of KSMA and other internal regulations.

4.3. The head of training-methodological laboratory onboard vessel “Warnow Jupiter” subordinates directly to Rector of KSMA in the relevant areas of work in accordance with the job responsibilities and directly supervises the work of training and support staff.

4.4. Discussion of issues related to the activity of training-methodological laboratory is held at the meetings of the Academic Council.

5. FUNCTIONS OF TRAINING-METHODOLOGICAL LABORATORY “Warnow Jupiter”

The functional activity of the Laboratory is aimed at:

- accumulation of methodical, practical and research experience by cadets during their shipboard practice on the training and production vessel “Warnow Jupiter” with its subsequent introduction into the educational process of KSMA;
- improving the quality of practical training onboard vessels of other shipping companies;
- training of specialists in existing forms of study and specialties in the terms specified by syllabuses, taking into account the mandatory training sessions for the practical training of cadets.

6. TASKS OF TRAINING-METHODOLOGICAL LABORATORY

The main tasks of the laboratory are:

- the analysis of conformity of the program on theoretical preparation of KSMA cadets to passing their shipboard practice on modern sea vessels;
- participation in adjustment of working syllabuses, curricula of special disciplines, cross-cutting programs, and work programs on practice;

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 7 of 14

- development of the methodology for training cadets on personal safety, ship safety and survival in extreme conditions on the ship;
- performance of experimental investigations onboard ship within the performed research works;
- analysis of global and national experience in improving practical skills in the training of maritime professionals;
- accumulation of modern methodical and educational materials;
- ensuring timely processing of incoming and outgoing correspondence related to the practice of cadets on the training and production vessel “Warnow Jupiter”;
- training and selection of cadets of KSMA and MC KSMA for shipboard practice on the ship “Warnow Jupiter”;
- control over the course of practical training on the ship “Warnow Jupiter” and analysis of results of the practice; conducting de-briefings with cadets after returning from the practice;
- analysis and implementation in the educational process of the Academy of computer training programs, modern educational and methodical materials on electronic media that are provided;
- ensuring the placement on the website of the Academy of informational and educational materials related to the practice of cadets on the ship “Warnow Jupiter”.

7. MATERIAL-TECHNICAL AND EDUCATIONAL METHODOLOGY SUPPORT OF LABORATORY

The facilities of the Laboratory is directly the training and production vessel “Warnow Jupiter” of the company Marlow Navigation, which is used for passing shipboard practice by a group of 8 cadets under the guidance of a laboratory employee.

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 8 of 14

The laboratory on the ship “Warnow Jupiter” of Kherson State Maritime Academy includes a training cabin that is equipped for classes and presentations with multimedia tools, teaching materials and a library.

8. ACTIVITIES, DOCUMENTATION AND REPORTING

8.1. The activity of the training-methodological laboratory (conducting cadets’ shipboard practice) is carried out in accordance with the syllabuses and cross-cutting programs on practice in the specialty.

8.2. Upon completion of the shipboard practice, the staff compiles a monthly report on the work of trainee cadets of the ship “Warnow Jupiter”.

8.3. The documentation of the training-methodological laboratory on labor protection includes:

- job descriptions for occupational safety, fire safety and life safety for employees and trainee cadets;
- logbook of briefings on health and safety, fire safety and life safety.

9. RELATIONSHIPS OF TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” WITH OTHER SUBDIVISIONS

To achieve the quality objectives of KSMA and for the effective implementation of tasks, the Laboratory interacts with other subdivisions of KSMA and regularly exchanges information with them:

9.1. With Education and Methodology Department in order to ensure a unified approach in the implementation of educational process from groups of related disciplines, identification and implementation of interdisciplinary links, joint use of the educational resources.

9.2. With deans' offices of Navigation Faculty, Marine Engineering Faculty, Maritime College, Kherson Maritime Specialized Training Center of KSMA in order

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 9 of 14

to conduct cadets’ shipboard practice in accordance with syllabuses and cross-cutting programs on practice in the specialty.

9.3. With other structural subdivisions of the Academy in order to improve the organization and ensure the educational process and shipboard practice.

10. RESPONSIBILITY OF TRAINING-METHODOLOGICAL LABORATORY

10.1. The head of the laboratory is personally responsible for the timeliness of work and its stages, compliance with labor discipline, financial condition, preservation of material values, creating conditions for creative work of subordinate teams members.

10.2. All employees of the subdivision are responsible to the head of the subdivision and the management of KSMA for timely and high-quality performance of duties under the job descriptions, internal labor regulations and collective agreement.

10.3. At all levels, where the issue of the training laboratory is solved, the head of the subdivision takes a direct part.

11. FINAL PROVISIONS

11.1. The head of the laboratory is responsible for the publication and updating of this Regulation.

11.2 Cancellation of this Regulation is carried out in accordance with DP “Documentation Management”.

COMPILER:

Leading specialist of training-
methodological laboratory onboard
vessel “Warnow Jupiter”
“ ___ ” _____ 2019

TATOCHENKO
Iryna

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 10 з 14

AGREED:

Vice-Rector for Research _____ **BEN Andriy**
 “ ___ ” _____ 2019

Head of Education Methodology _____ **CHERNENKO**
 Department _____ **Valentyna**
 “ ___ ” _____ 2019

Head of Practice, Certification and _____ **SOLOVEI**
 Employment Department _____ **Oleksandr**
 “ ___ ” _____ 2019

Head of Monitoring and Education _____ **USTYMENKO**
 Quality Management Department _____ **Oksana**
 (ISO) _____
 “ ___ ” _____ 2019

Head of Legal Department _____ **SLIEPCHENKO**
 _____ **Oleksandr**
 “ ___ ” _____ 2019

Kherson State Maritime Academy		Quality management system	04-111-2019
CHANGE: 0	EDITION 13.11.2019	REGULATION ON TRAINING-METHODOLOGICAL LABORATORY ONBOARD VESSEL “Warnow Jupiter” KHERSON STATE MARITIME ACADEMY (Version № 2)	Page 11 з 14

MAILING LIST

№	Subdivision	№ of copy
1.	Monitoring and Quality Management System Department (ISO)	Control
2.	Training-methodological laboratory onboard vessel “Warnow Jupiter”	Documented copy № 1
3.	Head of Practice, Certification and Employment Department	Documented copy № 2

