SINGAPORE POLYTECHNIC
SINGAPORE MARITIME ACADEMY

GENERAL RULES & REGULATIONS
(I)   CoC Class 1 & 2 Marine Engineer Officer Part A
(II)   CoC Class 1 Marine Engineer Officer Part A

DISTANCE LEARNING PROGRAMME (DLP)

1.   INTRODUCTION

These **General Rules & Regulations** apply with effect from April 2010 and are applicable to the following Certificate of Competency Class 1 & 2 / Class 1 Marine Engineer Officer Part A modules:

1. MA 3024   Marine Engineering Drawing & Design
2. MA 3025   Mathematics
3. MA 3026   Mechanics
4. MA 3027   Heat

Kindly note that, as rules and regulations for this programme change from time to time to accommodate new circumstances, the contents of this document are current only at the time of printing.

2.   REGISTRATION

2.1   Any applicant who wishes to apply for the:
(I)   CoC Class 1 & 2 Marine Engineer Officer Part A Certificate of Competency (or)
(II)   CoC Class 1 Marine Engineer Officer Part A Certificate of Competency
Distance Learning Programme, must complete a Registration Form.

2.2   For registration, the applicant to attached the following documents:
1.   A passport-size photograph
2.   Letter of eligibility from MPA
3.   Pages of the applicant's passport with all relevant particulars
4.   Applicant's CDC with all relevant particulars
5.   Copy of the applicant's CoC Class 5

2.3   Current Registration Fee payable is S$1005.80 ($940.00 + 7 % GST).
(All fees are to be paid at the Finance Department, Singapore Polytechnic, and are subjected to revision without notice.)

3 .   ELIGIBILITY TO SIT FOR COC CLASS 1& 2 /Class 1 PART A EXAMINATIONS

3.1   A student is eligible to sit for the Certificate of Competency Class 1 & 2 / Class 1 Marine Engineer Officer Part A Examinations if the student:
1   Has paid up all fees due to the Singapore Polytechnic within the prescribed deadlines.
2   Has satisfactorily completed **all** the assignments for each of the registered modules and has obtained at least a grade "B" for 75 % of all the assignments for each of the registered modules.
3   Has been in the course for a minimum of:
➢   3 months (after registration) in the case of CoC Class 1 & 2 Part A
➢   2 months (after registration) in the case of CoC Class 1 Part A.
4.   Has not been debarred from any examination.
5   Has duly completed and submitted the Registration for Examination form not later than 14 days before the first day of a scheduled examination period.

3.2 **A student is required to register and sit for:**
   - ➢ **ALL FOUR above-mentioned modules (in the first attempt), for CoC Class 1 & 2 Marine Engineer Officer Part A**
   - ➢ **BOTH "Heat" & "Mechanics" modules (in the first attempt), for CoC Class 1 Marine Engineer Officer Part A.**

3.3 **A student will be required to pass all the modules, 30 months from the day of enrolment of the DLP, failing which he would have to register again for the programme.**

4. RULES OF CONDUCT OF EXAMINATIONS FOR CANDIDATES

4.1 The Singapore Polytechnic <u>Rules of Conduct of Examinations for Candidates</u> will be followed for the examinations for:

   (I) Certificate of Competency Class 1 & 2 Marine Engineer Officer Part A
   (II) Certificate of Competency Class 1 Marine Engineer Officer Part A

   with the qualifications, as incorporated, for relevance to the above-mentioned examinations.

4.2 Candidates taking the above-mentioned examinations are to approach any one of their Class Lecturers for approved sticker labels on their calculators before the commencement of the examinations.

5. PROGRESSION THROUGH THE DLP

5.1 Any candidate who is unsuccessful in the **first examination** for a particular module may be allowed to sit for a **second examination** for that module on the proviso that the candidate:

   - ➢ has not been debarred from any examination and

   - ➢ must register for the examination on a **per module** basis i.e.

      - ✓ Completion of an Exam Registration Form, obtainable from SMA Department Office at Block T1A, 7th floor.
      - ✓ Current fee payable is S$190 (excluding GST) per candidate/paper/exam.

   (All fees are to be paid at the Finance Department, Singapore Polytechnic, and are subjected to revision without notice.)