# Singapore Polytechnic Singapore Maritime Academy (SMA) Preparatory Course Application Form

500 Dover Road Singapore 139651 Tel: 6772 1316 Fax: 6772 1958

# CoC CLASS 3 DECK OFFICER\_

□ 19 October 2015 □ 18 April 2016 □ 17 October 2016

CLASS 3 DECK OFFICER (Unlimited) - CODE 1566

Administrative Fee – S\$53.50 (inclusive 7% of GST)

Administrative Fee is non-refundable

Bank Draft must be made payable to "SINGAPORE POLYTECHNIC"

Posting address: Singapore Maritime Academy, Singapore Polytechnic Block T1A, 7<sup>th</sup> Floor, 500 Dover Road, Singapore 139651

Attn: Capt S S Virdi

Note: Basic Admission Requirement

Letter of Eligibility from MPA. MPA website for LOE:

http://www.mpa.gov.sg.

Course Fees exclude All the STCW short courses

	PERSONA	L PARTICULARS	
1. FULL NAME* (As per NRI	C(S'pore) / Passport)		
2. NATIONALITY*	3. SI	NGAPORE PR	4. GENDER* (Tick / as appropriate)
		☐ Tick /, if Yes	☐ Male ☐ Female
5. SINGAPORE NRIC No. (S	'nore Nationals Only*) 6 INT	TERNATIONAL PASSPORT N	o*. 7. Expiry Date of Passport
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8. DATE OF BIRTH*	9. LAST COMPAN	V & CONTACT No. 10	. RANK LAST HELD
d d m M y y y	y 9. LAST COMPAN	T & CONTACT NO.	. RANK LAST HELD
11. PROVINCES/STATE OF	BIRTH 12. RELIGION		13. MARITAL STATUS
			Single/Married/others:
14. CERTIFICATE OF COMP	PETENCY No*	,	
14: CERTIFICATE OF COMP	Email:		
4			
15. CONTACT/COMMUNICA Tel:	Mobile/Cell		Residertial
	(Local):		Phone
16. PERMANENT ADDRESS	<b>5</b> *:		DDRESS (if different from 13, or if
		sponsoring Company):	
			* Manualata ma Futula a
18. PERSON TO CONTACT I	N CASE OF EMERGENCY*		* Mandatory Entries
Name	Relationship	Contact Phone No	
	OF INDEMNITY		
20. DECLARATION/LETTER		the best of my knowledge, one	I fully realize that any foliopinformation
and/or wilful suppression of fa		ualification from the course. I a	<ul> <li>I fully realise that any false information gree to attend the course and to strictly</li> <li>.</li> </ul>
accident, injury or death what		o or sustained by me during the	ents against any claims arising from any course at SMA, or any place of training
Date*		Signature o	 f Applicant *

# **Notes**

- 1. In process of withdrawal from course, administrative fees will be imposed. Request for transfer to another session will not be allowed.
- 2. Candidate needs to produce International insurance policy for accident & hospitalisation for family accompanying him during his stay in Singapore
- 3. The Singapore Polytechnic also reserves the right to amend the fees charge or the period and duration of the courses.
- 4. The Singapore Polytechnic reserves the right to cancel or postpone any of the courses. Applicants will be duly notified by email

# SINGAPORE POLYTECHNIC SINGAPORE MARITIME ACADEMY

Name:(In Block)
Address:
Country & Postal Code:
Please Tick/check Submissions:
☐ 1 copy of Passport size photograph
Application Form (with all sections filled)
☐ Photocopy of Passport
☐ Certificate of Competency
☐ Letter of Eligibility issued by the Maritime and Port Authority of Singapore
Note: Only ONE application may be submitted for an academic session. Multiple application submissions will not be entertained. Inaccurate, incomplete submissions will invalidate your application.
Completed Application form and supporting documents must be submitted to:
SINGAPORE MARITIME ACADEMY SINGAPORE POLYTECHNIC 500, DOVER ROAD SINGAPORE 139651
For enquiry, please contact Singapore Maritime Academy at <a href="mailto:sma@sp.edu.sg">sma@sp.edu.sg</a>
SP REF No: SP/SMA/COC3/Apr/Oct/20

# GUIDELINES TO STUDENTS APPLYING FOR THE CLASS 3 CERTIFICATE OF COMPETENCY PREPARATORY COURSE

#### 1. General

This is a 18-week (4 1/2 months) \*\* course, which is designed for local and international deck personnel who aspire to become Junior Deck Officers. After the successful completion of this course, the candidates need to pass the written and oral examinations conducted by the MPA for the award of Class 3 Certificate of Competency. The course meets the requirements of STCW95 and is highly recognized by the international shipping industry. There are two intakes per year the intake will be in the month of April and October.

#### 2. Entry Requirements

Candidates must complete the required sea-service and hold the Basic Safety Training Certificate.

All candidates must obtain Letter of Eligibility (LOE) from Maritime and Port Authority of Singapore (MPA) before enrolling in Singapore Maritime Aacademy (SMA) to attend this course.

LOE can be applied online via the following web address:

http://www.mpa.gov.sg/sites/global navigation/e-services/e services.page

Click on 'e-certification for seafarers'.

On this page click on

'Application for assessment of eligibility to take an oral examination leading to issue of certificate of competency for Masters, Chief Mate and Deck officers in the Merchant Navy'

This process of obtaining LOE from MPA may take up to 1-2 months, so candidates are advised to plan ahead and book their seat at SMA accordingly.

Candidates are to follow strictly recommendations given in their Letter Of Eligibility.

Also note that the new 6-month Class 3 CoC Preparatory Course does not include any STCW95 course. As such, students are at liberty to do their STCW95 Short Courses (except Electronic Navigation System and Tanker Familiarization) outside Singapore. As such, students are reminded to check with the MPA (the Flag State Control and proper authority to deal with such issues) whether their short courses certificates are recognized by them. Kindly attach full details including the relevant photocopies of your sea-service records for their perusal. Address is given below:

The Principal Examiner for Master and Mates

### **Shipping Division**

Maritime & Port Authority of Singapore (MPA) 21st Storey, PSA Building 460 Alexandra Road Singapore 119963

Tel No: 63756223/2 Fax No: 63756231

Students should note that MPA no longer recognizes sea-service for radio officers or on fishing vessels for the Class 3 CoC.

# 3. Application and Payment of Fees

Applications are accepted on a first-come-first-served basis. To apply, kindly complete the enclosed application form and return to the Singapore Maritime Academy (SMA) together with a bank draft of

Singapore dollars for fee as applicable<sup>1</sup> (inclusive 7% GST) payable to the "Singapore Polytechnic". On receipt of the application form and bank draft, the Singapore Polytechnic will process the application. Please note that this will take approximately 4 weeks. On clearance of the bank draft, the successful applicant will be issued a letter confirming acceptance and reservation of a place in the course. Should the course applied for be full, all unsuccessful applicants will be automatically placed in the next available course and the students notified accordingly.

# 4. Immigration

Class 3 CoC students who have secured a place in the course should apply for a student pass early (at least six weeks in advance) at the Singapore High Commission/consular office in their country of residence. They should also plan to arrive in Singapore just prior to the start of semester. Students are reminded to start the course on time. Late comers will not be admitted to the course or be entitled to a refund of course fees except under extenuating circumstances.

#### 5. Accommodation

The Singapore Polytechnic does not maintain hostel facilities. Private apartments are available in the vicinity of the campus for about S\$500.00 a month. Daily expenses are estimated at about S\$15.00 per day.

#### 6. Hospitalisation and Surgical Insurance

Candidates are required to take up the insurance during their stay in Singapore. Cost: S\$41.00 (for six months).

# 7. **Operating Hours**

Monday – Friday from 8.30 am – 5.30 pm Saturday and Public Holidays (Closed)

#### 8. Asassessment

Modules will be assessed either in-course and/or by means of semester examinations.

**Course Modules: The course covers topics in:** 

Practical Navigation
Coastal Navigation
General Ship Knowledge
Meteorology
Ship Operations
Applied Science
Mathematics

# 9. Cancellation and refund of fee

If a candidate cancels at least 2 weeks prior starting of the course, in writing – Full refund

If a candidate cancels less than 2 weeks prior starting of the course, in writing , before the commencement of the course -70% refund

If a candidate neither joins the course nor informs about his/her plans - No refund

\*\* The duration of the course includes the written examination period. The course <u>excludes all</u> the following STCW95 Short Courses - Medical First Aid on Board Ship, Electronic Navigation Systems, Tanker Familiarization, GMDSS (GOC), Advanced Fire-fighting, Proficiency in Survival Craft and Rescue Boat, and Basic Safety Training Certificate (or any of its components). These courses are available, if required. Terms and Conditions apply.

<sup>&</sup>lt;sup>1</sup> Course fees are non-refundable unless on compassionate grounds or under extenuating circumstances. SMA/IMP/COC3/ADM FORM/JUNE2015