

Liverpool Maritime Academy
School Of Engineering, Technology and Maritime Operations
Liverpool John Moores University

APPLICATION FORM for: Cert HE in Nautical Science (Officer of the Watch STCW 95 II/)

Intake Year: (e.g. 2012)		Intake Month: (Jan, May or Sept)	
Title: (e.g. Mr)		Date of Birth:	
Forename(s):		Surname:	
Permanent Address: (including postcode)		Disability: (Yes / No)	
Country:		Nationality:	
Tel/Mobile Number:		Passport Number:	
Email Address:		Criminal Convictions: (Yes / No)	
Previous Study in the UK: (Yes / No)		If Previous Study in UK please give level of qualification:	

To be acknowledged by applicants:

Liverpool John Moores University reserves the right to cancel a course should there be insufficient student numbers and offer an alternative date or refund. In the unfortunate event that a course is cancelled LJMU can accept no liability for any costs incurred by applicants in connection with their attendance. All courses are run subject to satisfactory numbers and all modules and information regarding this course are subject to change.

Applicant Statement:

I confirm that the above and attached information is true and correct to the best of my knowledge

Signature: _____ Date: _____

Admissions Team, Faculty of Technology and Environment.

James Parsons Building, Byrom Street, Liverpool, L3 3AF.

Tel: +44151 2312777 Email: taeadmissions@ljmu.ac.uk

Course Information

Course Title:	Cert HE in Nautical Science / Officer of the Watch STCW 95 II/1
Intakes:	September / January / May
Duration:	10 months approximately (depending on dates of external exams)
Course Fees:	£5700 (course fees are subject to change)
Payment of Fees:	International applicants are required to pay a non-refundable deposit of £1000. Deposits can be paid via an online credit or debit card payment at:

<https://buyonline.ljmu.ac.uk/browse/product.asp?compid=1&modid=1&catid=1082>

When making an online card payment, applicants will be asked to set up a basic account and then will be sent an electronic receipt for their deposit payment via email. International applicants must submit a receipt for their online card payment with their application form. **Please note that your deposit payment is non-refundable.**

UK applicants who have obtained financial sponsorship will be required to pay the full course fee to LJMU at enrolment. Applicants should claim the money back from their sponsor prior to or following enrolment

Documents Required:	Applicants must submit the following when making an application:
	<ul style="list-style-type: none">• Completed application form with valid email address• Two passport photographs (actual not scanned copies)• Copy of valid passport• Copy of Discharge Book• Copies of sea service testimonials and/or watch-keeping certificates• International applicants are required to provide proof of an English language qualification (e.g. IELTS)• International applicants are required to pay a non-refundable deposit of £1000

Application Deadline: Please submit your application at least one month prior to your preferred intake. Please note all entry requirements must also be met at least one month prior to course start date.

Eligibility Criteria: For eligibility enquiries, please contact the MCA at:
**Seafarer Training and Certification Branch, Maritime and Coastguard Agency,
Spring Place, 105 Commercial Road, Southampton SO15 1EG
Tel: +44 (0) 2380 329231 Email: deck@mcga.gov.uk**

The course is subject to the University Academic Framework which allows for each student to make two attempts at LJMU examinations; however this is also dependent on individual student performance and 90% attendance during the course.

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Cert HE in Nautical Science (OOW Certificate of Competency STCW 95 II/1)

Entry Requirements

- Discharge Book verifying 36 months sea-service in any acceptable deck capacity
- Testimonials or Watch Keeping Certificates verifying 36 months sea-service in any acceptable deck capacity with six months of final year's service spent on duties associated with bridge watch-keeping under the guidance of a certificated officer. These periods should be of at least eight hours a day whilst ship is at sea and on a regular basis
- **International Applicants** should hold a UKBA approved English Language Qualification (equivalent to IELTS 5.5 average)
- **International applicants** are required to pay a non-refundable deposit of £1000 (see page 3)

There are other components which can be completed prior to entry as they are only available in UK at extra cost.

- GMDSS Certificate – approved by MCA
- Valid Medical fitness Certificate (ENG1 or equivalent) including eyesight requirements (the maximum validity is 2 years from the date of issue)
- CPSC, Medical First Aid Aboard Ship and Advanced Fire-Fighting Certificates

It is your responsibility to ensure that the entry requirements for this programme, and entry to the Maritime and Coastguard Agency (MCA) examinations, are met prior to attending the course. **For UKBA and administrative purposes all entry requirements must be met at least one month prior to the course start date.** Please note that for any sea time confirmation, or short course acceptability, you must contact the MCA directly. We suggest overseas applicants apply for their NOE (Notice of Eligibility) **before** arrival into the UK. You can email queries to deck@mcga.gov.uk

Programme Structure

Your program consists of Academic Modules and Additional Components as detailed below:

Academic Modules

A Cert HE in Nautical Science award requires 120 credits. Each module of academic study is assigned a credit value. The table below identifies the modules you will study to obtain 120 level one credits.

Academic Modules	Credit
Bridge Watch-keeping	12
Chart-work and Tides	24
Maritime Management and Law	12
Meteorology	12
Passage Planning	12
Practical Navigation	12
Shipboard Operations	12
Ship Construction	12
Ship Stability	12
Total Credits	120

Additional Components

To obtain a STCW Officer of the Watch certificate students require additional components. The additional components shown in the table below are integrated into this programme of study. These include two external examinations, Navigation and Stability & Operations set by SQA on behalf of MCA, as well as preparation for your MCA Oral examination. First attempt at NAEST (O), HELM (O), Signals, and SQA external examinations are incorporated within the costs and schedule of the Cert HE Nautical Science programme. **The Oral fee and second attempts at examinations will be subject to an additional cost.**

Additional Components
Navigation Equipment & Simulation Training (Operational) – NAEST(O)
Human Element Leadership & Management (Operational level) – HELM (O)
Efficient Deck Hand certificate - EDH
External SQA written examinations (2 Papers)
Signals
Oral Examination

MCA Orals

The MCA orals are arranged and paid for by yourself although we will advise you on the timing of the oral date and the application. The local MCA oral centre is at Crosby which is 15 minutes from the University by train. We provide preparation classes as part of the programme. If you have not already done so, you should apply for your Notice of Eligibility (NoE) to sit MCA examinations for the OOW Certificate of Competency as soon as possible at the start of your programme. The MCA application form is downloadable direct from www.mcga.gov.uk. The NoE fee includes your first MCA oral examination attempt.

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Qualifications Awarded

After successful completion of the programme you will be awarded the following qualifications:

- Cert HE in Nautical Science – issued by LJMU
- Officer of the Watch Certificate of Competency (STCW Reg II/1)
- STCW 95 Certificates:
 1. NAEST(O) & HELM(O) Certificate - issued by the University on behalf of MCA
 2. EDH Certificate – issued by an MCA approved examining centre

To support your application to the MCA for your OOW CoC, at the end of your programme you will have to submit the following documents to MCA:

- Cert HE in Nautical Science Certificate – issued by LJMU
- Discharge book, watch-keeping certificates and sea-service testimonials
- SQA examination papers pass result - issued by SQA
- Oral examination pass result entered on Notice of Eligibility by MCA examiner
- NAEST(O)
- HELM(O)
- GMDSS Certificate – approved by MCA
- Valid Medical fitness Certificate (ENG1 or equivalent) including eyesight requirements (the maximum validity is 2 years from the date of issue)
- Signals Certificate
- EDH Certificate – issued by an MCA approved examining centre
- CPSC, Medical First Aid Aboard Ship and Advanced Fire-Fighting Certificates
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Required Equipment

To assist you in your studies you are required to bring with you a parallel ruler (at least 40cm), dividers, compasses, protractor, pencils, erasers, pens and a non-programmable, scientific calculator (CASIO type is recommended).

Programme Intakes

This course has a January, May and September intake.

Programme Duration and Pattern of Attendance

This is a full time course lasting 10 months approximately (depending on the date of your external examinations and any re-sits)

Application Process

All students must complete a formal application process for this programme. Complete the application form, attaching photocopies of ALL of the required documentation (see application form), plus photographs, and return to:

Admissions Team, Faculty of Technology and Environment
Room 210, James Parsons Building
Byrom Street
Liverpool
UK
L3 3AF

Email: taeadmissions@ljmu.ac.uk

After receiving your application a decision will be made by a member of our academic team. We will then post and email an offer letter to you making you either a Conditional or Unconditional offer. An unconditional offer means that you have met all of our requirements and your place on the programme is secured. A conditional offer means that you have not yet met all of our requirements and your place is not secured until you do so. **Any conditions must be met at least one month prior to the course start date.** Applicants who do not meet the conditions of their offer in time for their preferred intake will have to defer their application to the next intake.

Application Deadline

For administration and visa processing purposes, all applications should be received at least one month in advance of your preferred intake.

Fees

The fees for this program are £5700 and a full fee payment will be required at enrolment, payable by cheque, bankers draft, credit or debit card.

International applicants are required to submit a £1000 deposit with their application form. Deposits can be paid via an online credit or debit card payment at <https://buyonline.ljmu.ac.uk/browse/product.asp?compid=1&modid=1&catid=1082>

When making an online card payment, applicants will be asked to set up a basic account and then will be sent an electronic receipt for their deposit payment via email. International applicants must submit a receipt for their online card payment with their application form. **Please note that your deposit payment is non-refundable.**

UK applicants who have obtained financial sponsorship will be required to pay the full course fee to LJMU at enrolment. Applicants should claim the money back from their sponsor prior to or following enrolment.

Enrolment Process

Approximately one month prior to your course intake you will receive enrolment and induction instructions. You will be required to attend an enrolment session where you will complete an online enrolment form and pay your course fees in full. Only then can you become a student of the University and receive a student card. You will also be expected to attend an induction day to prepare you for your course and for life as a student at LJMU.

Accommodation

All students are responsible for finding and securing their own accommodation and we strongly recommend that this is done prior to your arrival in Liverpool. Some accommodation options are given below:

LJMU Accommodation

LJMU offer rooms based in a range of city-centre Halls but Marybone and Atlantic Point are the closest Halls to the Byrom Street campus where your course is taught. **Please note that contracts are usually arranged around the times of more conventional academic programmes which may not match the timing of this particular programme.** Accommodation in Halls is usually only available to students studying at LJMU for a minimum of 42 weeks and who have a September start date. All non-UK students must pay their rent in full before they arrive in the UK. For further information and clarification please email the Accommodation Office at accommodation@ljmu.ac.uk or visit their web pages at <http://www.ljmu.ac.uk/Accommodation/>

Private Accommodation

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An alternative and recommended accommodation option to University halls is to rent a private flat or house with other students. Please consult **Liverpool Student Homes** at <http://www.studentpad.co.uk/liverpool/> which is owned and approved by the three universities in Liverpool and maintains a portfolio of good quality private houses and flats.

We can also provide the details of a letting agency in Liverpool who specialize in arranging accommodation for international students but please note that this letting agency is not connected with LJMU and the university does not take any responsibility or liability for any breach of terms and conditions with this letting agency. Please contact **Liverpool Sales and Lettings Ltd** at liverpoollettingsltd@gmail.com

Temporary Accommodation

If you have still not managed to sort out permanent accommodation prior to your arrival then there may be temporary beds available at a local city centre hostel. Try **Hatters Hostel** at <http://hattersgroup.com/> or International Inn at <http://www.internationalinn.co.uk/>

Living Expenses

In addition to the course fees it is recommended that students budget approximately **£800** per month to cover accommodation, travel and food. International applicants should ensure that prior to applying for a visa their bank account can show the UKBA that they are able to pay all course fees as well as accommodation and living expenses for the duration of the course.

Additional Information for International Applicants

- If you are not of British Nationality you will require a UK General Student Visa to join the course
- In order to obtain a UK General Student Visa you must be in receipt of a CAS (Confirmation of Acceptance for Studies) number which will be sent to you if we make you an Unconditional offer. If we make you a Conditional offer a CAS number will not be sent until the conditions of your offer have been met.
- Visa processing times can take approximately one month
- If you require visa application support in India you can contact mumbai@sametindia.com
- If you are an International applicant and have any criminal convictions from a previous visit to the UK then you should seek advice from the UKBA regarding your visa application **prior** to you submitting an application
- Under UK Border Agency Regulations international students are only allowed to take re-assessment in any element of their programme on a maximum of two occasions
- LJMU is duty bound to report back to the UKBA any periods of unaccounted absence with regards to all international students.

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