



**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 [sma@sp.edu.sg](mailto:sma@sp.edu.sg)

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 Academy (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](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. **Assessment**

**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 excludes all 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.**

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