

## Instructions for registration, academic advising and study for first semester 2020/2021

Beginning of registration and tuition payment for the first semester 2020/2021 on Sunday 9/27/2020 for all departments (Basic Nautical Studies Department & Marine Engineering Technology Department)

- Semester start at the College of Maritime Transport and Technology for new students (First Term) and old students (Second Term) on Sunday 10/11/2020.
- **New students** should be present at the Academy on Sunday 10/4/2020.

### First: Basic Nautical Studies Department:

The presence of students of the first and second terms will be in the internal campus of the Academy during the first half semester (from the first week to the seventh week) with the necessity of the student's laptop computer. (Covid 19 Personal protective Aid (PPE) Face Masks is a must in all classes/ Labs / Workshops)

The presence of students of the third and fourth terms in the internal campus of the Academy during the second half semester (from the ninth week to the sixteenth week.)

Students are not allowed to leave the Academy campus during the Semester.

Applying the hybrid learning system as follows:

\*The presence of students in practical subjects as it will be intensive in the college classes for the following courses:

Academic term	Course code	Course name
1 <sup>st</sup> term	BS121 BS131	-Introduction to Navigation -Ship Construction & Marine Engineering
2 <sup>nd</sup> term	BS132	Terrestrial Navigation Part I
4 <sup>th</sup> term	BS235	Voyage Planning & Weather Routing

-Students attend laboratories and simulators according to the schedules that will be announced.

- Attending other courses will be (on Line) from the campus.

-The scientific material will be submitted only through the electronic platform of the Academy Moodle.

- Examinations will be held in classes while students are in the academy.
- The student is not allowed to attend the (**On Line**) lecture in public places (malls - cafes) or while using transportation and driving.
- In the event that exams are conducted online, the student must prepare a suitable place for that and open a camera during the exam.

### **registration instructions:**

- Student with a GPA of less than 2 is only allowed to register through an academic advisor.
- Attached data for academic advisors and how to communicate with their honor.
- Students who didn't not pay the education fees, are not permitted to attend the lectures (**Students must be paid the education fees before attending the lectures**).
- From the transcript the student should review his completed of the previous semesters and giving priority to register the courses in which the student failed / withdrew.
- Choosing the courses that the student, wish to register for the current semester, provided that the registration is reviewed with the student's academic advisor.
- The student must review the courses registered in the registration form to ensure the completion of the registration of the courses chosen by the student and the academic advisor.
- It is not permitted to register for less than 9 credit hours except in the case of graduation requirements, and with a letter from the department head through the academic advisor only.
- For students with a GPA 2.0 or more: The student has the right to register 19 credit hours (18 study hours + 1/2 leadership + 1/2 Physical education).
- For students with a GPA less than 2.0: he is entitled to register only 13 credit hours (12 study hours + 1/2 leadership + 1/2 Physical education).
- It is not permitted to register more than one course in Leadership + Physical Education.
- Students of graduation requirements and the remaining for Leadership + Physical Education 3 & 4.

Course No. (3) is recorded, then directed to the head of the leadership / Physical education department, to obtain a written approval on the academic transcript, then direct to the academic advisor and hand over the academic transcript to deliver it to the head of the educational department to addcourse No. (4)

- The student is allowed to register leadership courses according to the following:

Course L102 (if 19 credit hours are completed)

Course L103 (if 38 credit hours are completed)

Course L204 (in case the completion of 57 credit hours) or more.

## **Second: Marine Engineering Technology Department**

- 1- Reviewing the courses that have been completed in the previous semesters.
- 2- Choosing the courses that the student wishes to register for the current semester.
- 3- - Priority is given to registering the courses in which the student failed / withdrew.
- 4- - The student must review the courses listed in the registration form to ensure the completion of the registration of the courses selected by the student.
- 5- It is not allowed to register for less than 9 credit hours except in the case of graduation requirements and with a letter from the head of the department to Registration Department.
- 6- Students with a GPA 2.0 or more have the right to register 19 credit hours (18 hours + 0.5 Leadership + 0.5 Physical Education)
- 7- Students with a GPA less than 2.0 are entitled to register 13 credit hours only (12 hours + 0.5 Leadership + 0.5 Physical Education)
- 8- It is not allowed to register more than one course in each of Leadership and Physical Education.
- 9- Students entitled to graduation who need to register the remaining courses of Physical Education or Leadership (Courses 3 & 4) should register Course (3) first then the student should get a written permission from the head of the Leadership / Physical Education Department to register Course (4) Finally a letter from the Educational Department is sent to the Registration Department to allow for registration of Course (4).
- 10- A student is allowed to register Leadership / Physical Education courses according to the following:
  - Course D102 / P102 (if 19 credit hours have been completed)

- Course D103 / P03(if 38 credit hours have been completed)
- Course D204 / P104 (if 57 credit hours or more have been completed)

### **Study plan for 1<sup>st</sup>and2<sup>nd</sup>term students:**

#### First stage:

It has been decided that the study be inside the Academy (in campus) from the first week to the eighth week, provided that students have their laptop/ computers with them and attend practical courses as they will be intensive.

#### Second stage:

The study will be completed online for the students from the eighth week until the end of the semester.

The practical courses for first term to be attended in campus are as follows:

- Engineering Drawing & Projection (ME151 T).
- Introduction to Computer (CC111).

The practical courses for second term to be attended in campus are as follows:

- Introduction to Programming (CC114)
- Manufacturing Technology (IM 112T)

### **3<sup>rd</sup>and4<sup>th</sup> term students:**

#### First stage:

It has been decided that the lectures within the first eight weeks be online.

#### Second stage:

The last seven weeks will be completed in campus and practical courses should be given in the places designated for training (laboratories / workshops) from the eighth week to the sixteenth week, students should have their own personal computers with them.

The practical course for3<sup>rd</sup>term to be attended in campus is as follows:

- Mechanical engineering drawing (ME 252 T)

The practical for 4th term courses to be attended in campus are as follows:

- Marine engineering 1 (MM211 T)

- Marine Diesel Engine 1 (MM 221 T)

For students of the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> terms, it has been decided that the lectures be online for the entire of the semester ; students should attend practical courses in the places of training established within the Academy according to the schedule for practical training as follows:

The practical course for sixth term to be attended in campus is as follows:

- Marine Diesel Engine 3 (MM423 T)
- The practical course for seventh term to be attended in campus is as follows:
- Marine Engineering 3 (MM415 T)

The practical eighth term courses to be attended in campus are as follows:

- Marine Diesel engine 4 (MM524 T)
- Marine Engineering 4. (MM 516 T)

**We hope that all students read all instructions carefully, adhere to them and communicate with the academic advisor for any queries.**

**Best Wishes**