



MEDITERRANEAN

MARITIME ACADEMY

STUDIES GUIDE

ACADEMIC YEAR 2023-2024

www.nauticalacademy.org

Contents

Revision history	1
Preface	2
Mission	3
Vision	3
Location	4
Facilities of the Academy	5
Academy's Administration	6
Academy's Staff:	7
Academy's Registration Procedure and Requirements	9
Merchant Marine Officer's profession particularities	10
Student Services	11
Officers in Charge of a Navigational Watch School's Programme of Studies	13
Officers in Charge of an Engineering Watch School's Programme of Studies	16
Career Development Opportunities	19

Revision history

No.	Date Of Amendment	Page	Description Of Amendment

Preface

Mediterranean Maritime Academy was founded in Limassol in December 2016 and began its educational operation in February 2017, putting in effect the multi-year experience and consequent know-how from the operation of the Cosmos Nautical Training Center in Greece.

The Academy operates in Cyprus, a constantly growing shipping hub in the wider area of Eastern Mediterranean, and is approved by the Shipping Deputy Ministry of the Republic of Cyprus.

In September 2021, the Academy relocated its headquarters in Larnaca, offering its students upgraded services, as well as direct access to the city's International Airport.

There are two Schools operating in the Academy:

- The "Officers in Charge of a Navigational Watch" School, for the training of candidate Merchant Marine Second Officers
- The "Officers in Charge of an Engineering Watch" School, for the training of candidate Merchant Marine Third Engineers

The Academy also conducts all training seminars required by the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) as amended (including the necessary course for promotion to Master/Chief Officer and Chief/Second Engineer), as well as wide range of seminars set out by different bodies of the Shipping Industry.

Mission

The Academy is committed to provide Maritime Training Courses, including courses in accordance with the STCW Requirements and based on the IMO Model Courses requirements and training programmes for Deck and Engine Officers in Cyprus, of high standards which meet and exceed applicable legislation and customers' requirements. The mission of the Academy is to train the finest seafarers, to provide accredited and recognized training courses and programmes to domestic and international students in line with the requirements of the accreditation body (Shipping Deputy Ministry of the Republic of Cyprus).

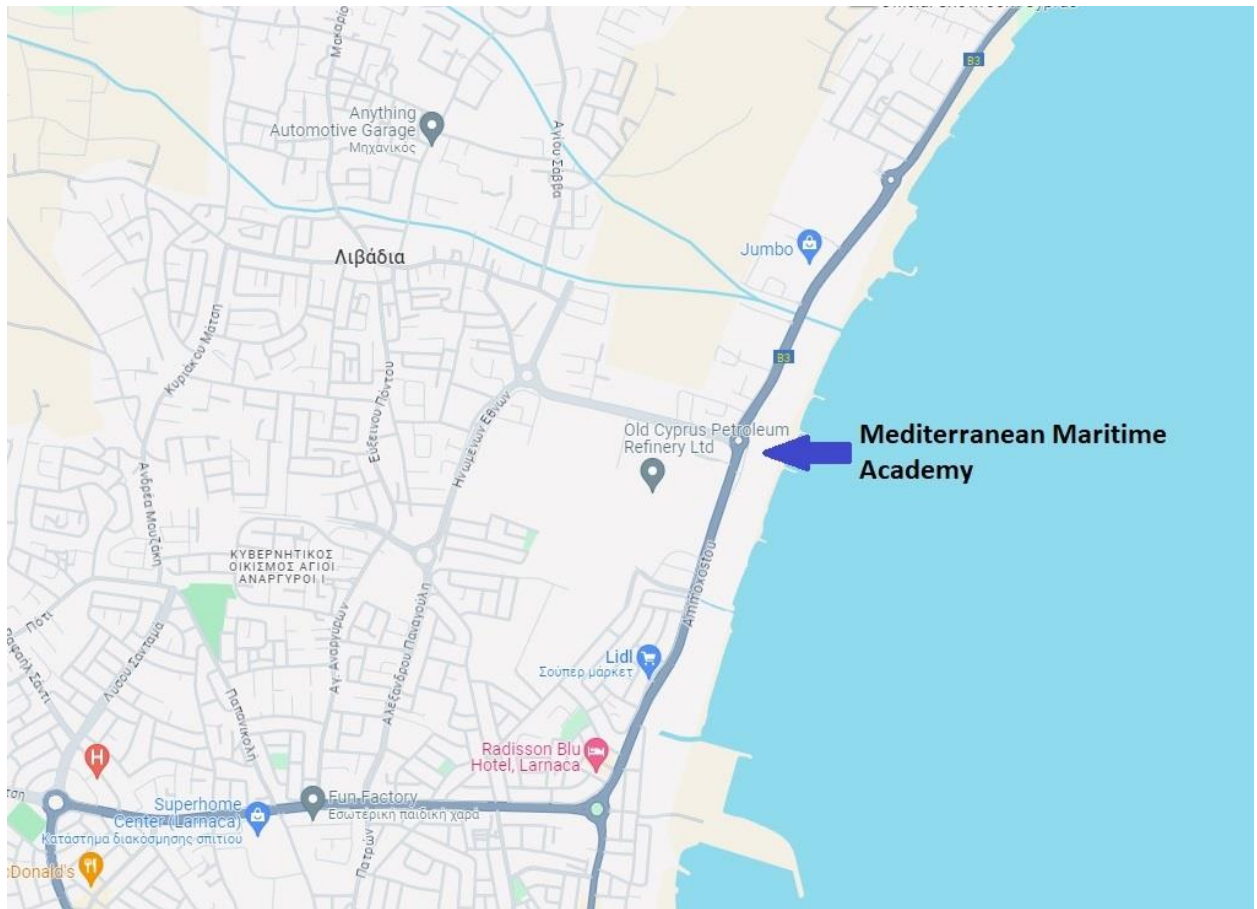
Vision

The Academy's vision is to be recognized as a first-class Maritime Academy in Cyprus providing accredited training courses and programs of high standards, in accordance with applicable National and International Legislation, and in line with the national scope for Cyprus to become one of the Nautical Training Centres in the Mediterranean.

Its intention is to be recognized among the Maritime Industry entities for its enduring commitment to the:

- Highest standards of quality services
- Highest standards of educational services
- Effectiveness and efficiency of training activities
- Successful relationship with students, academic personnel and the shipping society.

Location



Facilities of the Academy



Academy's Administration

Managing Director: Cpt. Panagis Tzortzatos / manager@nauticalacademy.org

Dean: Dr. Zoi Anagnostidou / zanagno@msn.com

Training Manager: Cpt. Georgios Vlachos / g.vlachos@cosmostraining.gr

Quality Manager: Mr. Georgios Niotis / niotis@cosmostraining.gr

Instructor in Chief of the "Officers in Charge of a Navigational Watch" School: Cpt. Georgios Tsiminos / arcadian1959@yahoo.com

Instructor in Chief of the "Officers in Charge of an Engineering Watch" School: Mr. Nikolaos Alexandros Tsapralis / bluetsapra@gmail.com

Head Secretary: Mrs. Vassiliki Margarita Anagnostopoulou / anagnostopoulou@nauticalacademy.org

Human Resources Manager / Career and Liaison with the Business World Office Manager: Cpt. Panagis Tzortzatos / manager@nauticalacademy.org

The Academy's Council is the highest collective administration and decision-making body, which is composed as follows:

Chairman:

Cpt. Panagis Tzortzatos

Members:

Dr. Zoi Anagnostidou

Cpt. Georgios Vlachos

Cpt. Georgios Tsiminos

Mr. Nikolaos Alexandros Tsapralis

Cpt. Kyriacos Olympiou

Mr. Andreas Papadopoulos

Mr. Alexandros Tzortzatos

Academy's Staff:

Teaching staff:

Permanent teaching staff:

Cpt. Panagis Tzortzatos (Master Mariner)
Cpt. Georgios Vlachos (Master Mariner)
Cpt. Georgios Tsiminos (Master Mariner)
Cpt. Charalambos Stefanou (Master Mariner)
Cpt. Kyriacos Olympiou (Master Mariner)
Mrs. Elpiniki Gkoudelopoulou (Mathematician)
Mr. Nikolaos Alexandros Tsapralis (Merchant Marine Engineer)
Mr. Andreas Papadopoulos (Merchant Marine Engineer)

Temporary teaching staff:

Cpt. Antonios Fousteris (Master Mariner)
Cpt. Andreas Fragkos (Master Mariner)
Mr. Polyvios Lemonaris (Naval Architect)
Mrs. Christina Symeou (English Philologist)
Mr. Nicos Christodoulou (Information Technology)
Cpt. Nikolas Paraskeva (Master Mariner)
Cpt. Marinos Dimitriadis (Master Mariner)
Mr. Kyriakos Tsangaris (Mechanical Engineer / Naval Architect)
Cpt. Vasilis Karampalios (Master Mariner)
Cpt. Anastasios Maroudis (Master Mariner)
Mr. Fotios Cholezas (Merchant Marine Engineer)
Mr. Andreas Sampson (Merchant Marine Engineer)
Mr. Georgios Koronakos (Electrician)
Mr. Ioannis Kalogeras (Electrician)
Mrs. Alexandra Orfanidou (Chemist)
Mr. Panagiotis Panteli (Physicist)
Mrs. Alexandra Anastasiou (Chemist)
Mr. Konstantinos Paschalis (Information Technology)

Secretariat:

Mrs. Vassiliki Margarita Anagnostopoulou

Mrs. Angeliki Christou

Mrs. Maria Karoulla

Mr. Alexandros Tzortzatos

Academy's Registration Procedure and Requirements

The Head Secretary performs all Student registrations. Prerequisite for registration to the Academy's schools is the candidate Students to be holders of General High School diploma (or equivalent) and Seafarer's Medical Fitness Certificate. **Prior to initial enrollment, a placement interview is held by the Training Manager during which it is confirmed that the candidate student meets all entry standards, to collect all necessary documents are along with a brief CV of the student and the level of the candidate student's proficiency in English is determined. Finally, the candidate student accepts the internal regulation and the GDPR declaration. During the interview the Students are informed about maritime profession particularities, career prospects, risks the Students may face during the exercise of their duties on board as well as about the behaviour that is expected of them during their studies, both on the Academy's premises and on the ships where they will carry out the practical on board training. Furthermore, during the meeting, Students are also given the opportunity to discuss all issues that concerns them regarding their studies. Upon registration, the students receive the studies guide.**

After registration, Students receive a list of the necessary and approved bibliography for their studies and are assigned to a class according to their teaching hour preferences and the availability of classes (first-come, first-served basis).

Merchant Marine Officer's profession particularities

The Merchant Marine Officer's profession is particular by nature and does not resemble any other familiar profession onshore. Most of the time, seafarers will be challenged to face situations where providing solutions will have to occur without any help from third specialized bodies. They will therefore have to rely purely on their own skill, knowledge and experience as well as their immediate colleagues. Seafarers will be asked to work away from their home, their country and their relatives for long periods of time, they will be asked to work with partners of different nationalities and cultural characteristics and they will have to possess and preserve knowledge of domestic and international laws, regulations and requirements.

On the other hand, from a very young age seafarers are greatly rewarded; whether materially, morally or socially. Seafarers will travel to places that most people cannot even imagine, will get to know cultures from all over the world, will offer social work and will expand their horizons and knowledge, while offering themselves and their families, a financially comfortable life.

All this will be inapplicable and unsuccessful if the youngster engaged in the profession is not determined, dedicated and does not really love or see it as a life development opportunity, rather than as merely means for good money.

Student Services

Student academic support

Every School teacher is available to the students, outside teaching hours, for any matter that they might be facing regarding the courses. Instructors provide a specific and scheduled time each week for students to visit them at the teacher's office so as to be consulted or communicate any problem in regard to their courses. For each class, a Instructor in Charge is appointed at the beginning of the academic year and is responsible to be available to the students for any matter that concerns them, as well as in order to provide feedback regarding teaching. Such meetings are scheduled once per semester and extraordinarily whenever necessary. The Instructors' professional e-mail addresses are made available to the students so that they can communicate with them about matters concerning their academic presence at all times.

Student financial support

The academy offers the following free-study waivers:

- a. Four students from Greece with the best high-school grade
- b. Two students from Cyprus with the best high-school grade (always over 16/20)

Candidates are selected based on highest grade and priority order in cases of candidates with the same high school grade. The call for the scholarships along with the necessary documentation is posted on the academy's website and the deadline for the applications is one month before the commencement of the studies. The results are posted on the website. In cases where a beneficiary decides not to attend the programmes, the beneficiary is replaced by the next candidate on the basis of the aforementioned criteria. In addition to the above, the academy offers 15% discount on tuition fees for families with three or more children and single-parent families subject to providing the necessary objective evidence. The academy also has entered into agreement with shipping companies for priority in selecting the students with the best grades as cadets. Specifically, a list of students with best grades for each year and each programme is transmitted to the shipping companies in order to arrange job placement interviews. Finally, the academy offers discount of 30%, 20% and 10% to the annual fees for the students with the best 3 high school grades (not subject to categories a and b above) for the first year, as well as discount of 30%, 20% and 10% to the annual fees for the students with the best 3 grades of the first year of studies in the academy, each year (irrespective of the school).

Within this context and given the nature of the program, during the practical onboard training, the Academy, has secured the minimum salary through the Shipping Deputy Ministry. In addition, food, accommodation, port transfer, repatriation and medical care of students during their practical onboard training are provided free of charge by the ship owner company.

Conseling Service

At the beginning of the academic year, an Instructor is appointed for each class, to be responsible for providing counseling services to students. An Instructor with the capacity of Master Mariner is appointed for each class of the "Officers in Charge of a Navigational Watch" School, while an Instructor with the capacity of Merchant Marine Engineer is appointed for each class of the "Officers in Charge of an Engineering Watch" School. The Training Manager supervises the appointed Instructors for the provision of counseling services.

Every School Instructor is available to the students, outside teaching hours, for any matter that they might be facing, regarding the courses. Instructors provide a specific and scheduled time each week

for students to visit at the teacher's office so as to consult them or communicate to them any problem in regard to their courses. Instructors are committed to respond for any matter that concerns the students on time but not later than 48 hours.

A visiting psychologist is appointed to follow up on the moral health of the students. Contact details (telephone and e-mail address) are available on the bulletin board of the Academy in order for the students to have direct access to mental health services. The associated Psychologist is available for three 4-hour periods each month for the students and personnel of the academy. The academy has entered into a confidentiality agreement with the associated psychologist to ensure that no data are ever requested regarding the personal details of the participants, topics and links of the sessions.

Career and Liaison with the Business World Office

The Academy has a Career and Liaison with the Business World Office which operates under the Training Manager. The purpose of the Career Office is to provide the Academy's students and graduates with advice regarding (but not limited to) their future careers, approaching shipping companies in order to find onboard training sea service, preparing their CV, continuing their education and graduating into the job market.

Accommodation Support

All Academy's students are provided with support and assistance in finding accommodation near the Foundation's facilities. Therefore, the Academy has staff under the Head Secretary, to offer this service.

Student clubs

The Academy encourages the students to establish and form clubs, which are registered by the secretary. The Academy also provides dedicated room for club meetings and activities.

Officers in Charge of a Navigational Watch School's Programme of Studies

To complete the studies, students are required to succeed in 45 courses, divided into four semesters of study. The duration of some courses extends beyond one semester. Students will also need to complete 12 months of practical on-board training (4-6 months after semester B and the remainder after semester D) and pass the final exams held by the Shipping Deputy Ministry.

Course Schedule		
	Course number	Course Title
SEMESTER A	1.1.1	Celestial Navigation
	1.1.2	Terrestrial Navigation
	1.7	English Language
	3.8	Contribute to Safety of Personnel and Ship (Basic Safety Training)
	Add.1	Mathematics
	Add.2	Physics
SEMESTER B	1.1.1	Terrestrial Navigation
	1.1.4	Echo Sounders
	1.2.1	Thorough Knowledge of the Collision Regulations
	1.7	English Language
	Add.1	Mathematics
	Add.2	Physics
	Add.3	Computer Applications
	Sections 1.1.2 and 1.1.4 are considered as one in terms of assessment and calculation of absences	
ONBOARD TRAINING SEA SERVICE A'		
SEMESTER C	1.1.1	Electronic Systems of Position Fixing and Navigation
	1.1.5	Compass – Magnetic and Gyro
	1.1.6	Steering Control Systems
	1.2.2	Principles in keeping a navigational watch
	1.2.3	Bridge Resource Management
	1.2.4	The Use of Routeing
	1.2.5	Use of Information from Navigational Equipment for Maintaining a Safe Navigational Watch
	1.2.6	Knowledge of Blind Pilotage Techniques
	1.2.7	Use of Reporting in Accordance with the General Principles for Ship Reporting Systems and with VTS Procedures
	1.3	Use of Radar and ARPA to Maintain safety of Navigation
	1.4	Use of ECDIS to Maintain Safety of Navigation
	1.7	English Language
	3.1.1	Precautions to be taken to Prevent Pollution of the Marine Environment
	3.1.2	Anti-Pollution Procedures and Associated Equipment
	3.1.3	Proactive Measures to Protect the Marine Environment
	3.2.1	Stability, Trim and Stress Tables
	3.2.2	The Principal Structural Members of a Ship
	Sections 1.1.3 and 1.1.6 are considered as one in terms of assessment and calculation of absences	
	Sections 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6 and 1.2.7 are considered as one in terms of assessment and calculation of absences	
	Sections 3.1.1, 3.1.2 and 3.1.3 are considered as one in terms of assessment and calculation of absences	
	At least 4 months of approved seagoing service is required prior to the attendance of sections 1.2.3 and 1.4	

SEMESTER D	1.1.1	Meteorology
	1.5.1	Precautions for Protection and Safety of Passengers
	1.5.2	Initial Action Following Collision or Grounding
	1.5.3	Rescuing Persons from the Sea, Assisting a Ship in Distress and Port Emergencies
	1.6.1	Search and Rescue
	1.7	English Language
	1.8.1	Transmit and Receive Signals by Morse Light
	1.8.2	Use the International Code of Signals
	1.9.1	Ship Manoeuvring and Handling
	2.1.1	The Effect of Cargo, Including Heavy Lifts on the Seaworthiness and Stability of the Ship
	2.1.2	Safe Handling, Stowage and Securing of Cargoes
	2.2	Inspect and Report Defects and Damage to Cargo Spaces, Hatch Covers and Ballast Tanks
	3.3	Prevent, Control and Fight Fires on Board (Advanced Training in Fire Fighting)
	3.4	Operate Life-Saving Appliances (Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats)
	3.5	Apply Medical First Aid on Board Ship (Medical First Aid)
	3.6	Monitor and Control Compliance with Legislative Requirements
	3.7	Application of Leadership and Teamworking Skills
	Sections 1.5.1, 1.5.2 and 1.5.3 are considered as one in terms of assessment and calculation of absences	
Sections 1.8.1 and 1.8.2 are considered as one in terms of assessment and calculation of absences		
ONBOARD TRAINING SEA SERVICE B'		
ELECTIVE COURSES	E1	Risk Assessment
	E2	Incident Investigation
	E3	Recognizing Signs of Mental Health Issues
	E4	Cultural Awareness
	E5	Prevention of Sexual Harassment
	E6	Resilience
	E7	Cyber Security
	Two elective courses must be selected by each student during Semester C and another two during Semester D	

The section 1.7 (English Language) includes the standards of European Framework of English for certification in B2 level of knowledge of the English language. Students who hold a corresponding or higher certificate in the English language may be exempted by the parts of this section that relate to the knowledge of English language (subject to approval by the Shipping Deputy Ministry of the Republic of Cyprus) and participate only to the sections related to maritime vocabulary.

Holding a certificate of the English language, level B2, is required to obtain a Certificate of Competence as an Officer in Charge of a Navigational Watch from the Shipping Deputy Ministry of the Republic of Cyprus.

Threshold of absences

The threshold of the absences for the semester is 15% of the total teaching hours of the semester rounded up. If students overcome this threshold, they must re-take the relevant semester.

The threshold of the absences for each section is 20% of the total teaching hours of the section rounded up. If students overcome this threshold, they must re-take the relevant section. For sections that extend beyond one semester, the absences are calculated as an annual total.

Examination procedure

Exams are held at the end of each semester and Students participate as long as they have not exceeded the threshold of absences. In case of a failing grade in a section, Students can retake the exam either during the examination of the same course by a future class, or after the completion of the first or second onboard training sea service.

The passing grade/score for all sections is 60%. If practical assessment is required in a section, it is held prior to the written examination. Successful completion of the practical assessment is a prerequisite for participation in the corresponding written examination. If Students fail to pass the practical assessment, they may re-take the assessment within two working days. If the Students fail again, then the section is considered as "failed" and they must re-take the relevant section.

Successful completion of an academic year requires a passing score for 50% of the sections in the previous two semesters at a minimum. Otherwise, students will have to repeat all the sections of the said year in order to continue their studies.

For sections that extend beyond one semester, Students must score an average passing grade of 60% for their attendance to be considered successful. For sections that extend beyond one year, Students must have successfully passed the sections for the first year (scoring an average grade of 60%) in order to continue attendance for the second year.

If Students fail the examination of a section for 4 consecutive examination periods, they must repeat attendance of the section.

Students have the right of appeal to exam results. In this case, their exam sheet is graded by a second assessor and in case of different result (success/failure), it is evaluated by the Training Manager, who decides on the final grade/score.

Officers in Charge of an Engineering Watch School's Programme of Studies

To complete the studies, students are required to succeed in 23 courses, divided into four semesters of study. The duration of some courses extends beyond one semester. Students will also need to complete 12 months of practical on-board training (4-6 months after semester B and the remainder after semester D) and pass the final exams held by the Shipping Deputy Ministry.

Course Schedule		
	Course number	Course Title
SEMESTER A	1.1	Maintain a Safe Engineering Watch
	1.2	Use English in Written and Oral Form
	1.3	Use Internal Communication Systems
	4.1	Ensure Compliance with Pollution Prevention Requirements
	4.6	Monitor and Control Compliance with Legislative Requirements
	4.8	Contribute to Safety of Personnel and Ship (syllabus as approved by the Administration of the Republic of Cyprus for the already accredited Basic Safety Training Course)
	Add1	Basic Engineering Science
	Add2	Mathematics
	Add3	Thermodynamics
	Add4	Mechanical Science
	Add5	Industrial Chemistry
	Add6	Computer Applications
	Sections 1.1 and 1.3 are considered as one in terms of assessment and calculation of absences	
SEMESTER B	1.4	Operate Main and Auxiliary Machinery and Associated Control Systems
	1.5	Operate Fuel, Lubrication, ballast and Other Pumping Systems and Associated Control Systems
	2.1	Operate Electrical, Electronic and Control Systems
	3.1	Appropriate Use of Hand Tools, Machine Tools and Measuring Instruments for Fabrication and Repair on Board
ONBOARD TRAINING SEA SERVICE A		
SEMESTER C	1.4	Operate Main and Auxiliary Machinery and Associated Control Systems
	2.1	Operate Electrical, Electronic and Control Systems
	3.2	Maintenance and Repair of Shipboard Machinery and Equipment
	4.7	Application of Leadership and Teamworking Skills
SEMESTER D	2.2	Maintenance and Repair of Electrical and Electronic Equipment
	3.1	Appropriate Use of Hand Tools, Machine Tools and Measuring Instruments for Fabrication and Repair on Board
	3.2	Maintenance and Repair of Shipboard Machinery and Equipment
	4.2	Maintain the Seaworthiness of the Ship
	4.3	Prevent, Control and Fight Fires on Board (Advanced Training in Fire Fighting)
	4.4	Operate Life-Saving Appliances (Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats)
4.5	Apply Medical First Aid on Board Ship (Medical First Aid)	
ONBOARD TRAINING SEA SERVICE B		

ELECTIVE COURSES	E1	Risk Assessment
	E2	Incident Investigation
	E3	Recognizing Signs of Mental Health Issues
	E4	Cultural Awareness
	E5	Prevention of Sexual Harassment
	E6	Resilience
	E7	Cyber Security
	Two elective courses must be selected by each student during Semester C and another two during Semester D	

Holding a certificate of the English language, level B2, is required to obtain a Certificate of Competence as an Officer in Charge of an Engineering Watch from the Shipping Deputy Ministry of the Republic of Cyprus.

The Academy offers optional English language courses to students who wish to give exams in order to obtain a certificate of the English language in level B2.

Threshold of absences

The threshold of the absences for the semester is 15% of the total teaching hours of the semester rounded up. If students overcome this threshold, they must re-take the relevant semester.

The threshold of the absences for each section is 20% of the total teaching hours of the section rounded up. If students overcome this threshold, they must re-take the relevant section. For sections that extend beyond one semester, the absences are calculated as an annual total.

Examination procedure

Exams are held at the end of each semester and Students participate as long as they have not exceeded the threshold of absences. In case of a failing grade in a section, Students can retake the exam either during the examination of the same course by a future class, or after the completion of the first or second onboard training sea service.

The passing grade/score for all sections is 60%. If practical assessment is required in a section, it is held prior to the written examination. Successful completion of the practical assessment is a prerequisite for participation in the corresponding written examination. If Students fail to pass the practical assessment, they may re-take the assessment within two working days. If the Students fail again, then the section is considered as “failed” and they must re-take the relevant section.

Successful completion of an academic year requires a passing score for 50% of the sections in the previous two semesters at a minimum. Otherwise students will have to repeat all the sections of the said year in order to continue their studies.

For sections that extend beyond one semester, Students must score an average passing grade of 60% for their attendance to be considered successful. For sections that extend beyond one year, Students must have successfully passed the sections for the first year (scoring an average grade of 60%) in order to continue attendance for the second year.

If Students fail the examination of a section for 4 consecutive examination periods, they must repeat attendance of the section.

Students have the right of appeal to exam results. In this case, their exam sheet is graded by a second assessor and in case of different result (success/failure), it is evaluated by the Training Manager, who decides on the final grade/score.

Career Development Opportunities

Upon successful completion of their studies, Students have the opportunity to work as Merchant Marine Officers – 2nd Officers or Third Engineers – with a Certificate of Competence recognised by the Administrations of all countries around the world.

Furthermore, after one year of approved seagoing service in each respective capacity, Academy's graduates are may be promoted to Chief Officers and Masters or Second and Chief Engineers respectively, provided they attend the necessary seminars in training centres accredited by the Shipping Deputy Ministry of the Republic of Cyprus either in Cyprus or in Greece.

Shipping has always been an integral part of Greek history and continues to be the most stable and reliable professional perspective in the Greek territory. Indicative of this facts is that, according to the statistics of the United Nations Conference on Trade and Development, 18% of the world Tonnage consists of Greek-owned ships, ranking Greece first in the world in the respective category.

Moreover, in recent years, Cyprus has been steadily growing in the field of shipping and has become a shipping hub and a decision-making centre in the Eastern Mediterranean region, with more and more companies in the sector establishing offices in the country.

The prospects for professional development in the field of shipping, which is the backbone of world trade, are large and diverse. Holders of Certificates of Competence as Masters/Chief Officers or Chief/Second Engineers, become sought-after executives of shipping companies, specialized personnel of maritime technical offices, inspectors of classification societies and Administrations, port captains/pilots etc.

Finally, Students may consult the Career and Liaison with the Business World Office for the possibility of participation in undergraduate and postgraduate programmes in order to obtain additional knowledge in the field of ship management from the shipping company's perspective.