Rahmen - Praxissemesterordnung
(english)

Guideline for the practical training semesters of students

University of Applied Sciences
Emden/Leer
Faculty of Maritime Studies Leer,
Germany
Guideline for the practical training semesters of students of the University of Applied Sciences Emden/Leer Faculty of Maritime Studies Leer, Germany

updated 28.05.2014

Preamble

This regulation governs the requirements for the practical training and periods of sea service, as far as these requirements are accomplished according to the Seeleutebefähigungsverordnung (German law of the education of maritime officers – in relation of the international STCW 95 – Convention and the Manila Amendments 2010 to the STCW-Code) in the respectively applicable version. It refers to the guidelines of the German federal ministry of traffic and digital infrastructure (BMVI) for the practical training and periods of sea service for nautical-officer-assistants in the respectively applicable version.

1. Basic principles and purposes

1.1 The study to acquire the nautical Certificate of Competence includes six theoretical and two practical semesters. The practical semesters are defined to acquire skills to exercise the required duties of a nautical officer / captain in the future. During these practical semesters the contents of the practical training which are required for issuing the nautical Certificate of Competence have to be accomplished as determined in the applicable international and national regulations.
1.2 The purpose of the first practical semester is to familiarize the cadet with the occupational field of a ship. (The nature of the practical experiences and related skills should be acquired to form the background for the following theoretical education.)

1.3 The purpose of the second practical semester is to apply the so far acquired theoretical knowledge in practice. It should particularly familiarize with the duties of a nautical-watch-officer.

1.4 The contents of the training have to be accomplished in accordance with the above mentioned guidelines. They will be documented in the Training-Record-Book (TRB) that has been determined by the StAK\(^1\) and accepted by BMVI. The complete practical training is part of the university – study appropriate to the local regulations of the legislation governing higher education.

2. Contract of practical training

2.1 The contract of training added in the appendix of this regulation will be concluded between the student, the university and a company (shipping company).

3. Shipping company

3.1 Both practical semesters have to be performed on ships that are qualified for this purpose. This means without exception ships in international waters with more than 500 GRT\(^2\) which are manned by Holders of the STCW – Certificates of Competence. The responsible nautical-training officer should be holder of a German Certificate of Competence. Holders of a foreign Certificate can be considered if the linguistically communication is given without restrictions.

3.2 The students will be mustered supernumerary and ranked as a cadet. They are not counted among the crew with respect to the save manning certificate of the ship.

3.3 During the practical training semester the student is covered by an insurance against accidents at home and abroad by the Seamen’s Accident Prevention and Insurance

---

\(^1\) StAK: constant working group of the coastal nations for the maritime education system.

\(^2\) GRT: gross registered Ton. It is a dimensionless number and is connected with the size of a ship. It is used e. g. for the calculation of Harbor dues, Dock / Canal dues or Pilots.
Association (BG Verkehr) or by the companies P&I Club. The charges are paid by the company.
The student’s health insurance remains intact during the practical training semester.
The company is responsible to secure the service for injury risks in foreign countries that exceeds the health-insurance scope.

4. **First practical semester**

4.1 The chronological division is scheduled in the bachelor-regulation Part B. The designated person for practical training decides in accordance with the BMVI about the acceptance of previously attended sea services.

4.2 The duration of the first practical semester is about 26 weeks. This time should be spent continuously on board.

4.3 Before the practical training semester begins it has to be assured that the general requirements for an occupation in the German merchant shipping are fulfilled. Among this ranks the confirmation of the medical fitness for service at sea as well as the attendance of any officially accepted basic safety training (course).

4.4 The training schedule is added in the table 1 (column: 1. Part) in the annex.

5. **Second training semester**

5.1 The second practical training semester takes place in the advanced study period. The chronological integration is arranged in the bachelor – regulation Part B. The requirement for the admission is the successfully completed bachelor-intermediate examination. If necessary exceptions are permitted by the designated person of practical training. Generally not more than two credits of the basic studies should be missing.

5.2 Paragraph 4.2 applies accordingly.

5.3 The training schedule is added in the table 1 (column: 2. Part) in the annex.
6. **Duties and responsibilities of the student**

6.1 The student has to apply and acquire for a practical training semester at a shipping company.

6.2 The student has to provide the evidence of the compliance concerning the matters of training under control and guidance of the responsible nautical-training-officer. The documentation occurs in the Training-Record-Book by appropriate confirmation.

6.3 After the completion of every practical training semester a semester record including a description of the ship and the voyages, a general description of the experiences and a final evaluation of the training semester have to be made.

6.4 The student is responsible to arrange an adequate accident insurance for leisure in foreign countries.

7. **Duties of the university**

7.1 The university supports the student by the search for an appropriate company.

7.2 The university appoints a designated person for the organization, support and acceptance of the practical training semester.

7.3 The university confirms proper completed practical training semesters. Other periods of sea services can be accepted if they serve the training purposes in the same way.

8. **Duties of the Company**

8.1 The company designates a nautical officer (tutor) aboard the ship, which is responsible for the support of the student. This tutor monitors and assures the correct accomplishment of the practical training according to the guidelines of the BMVI, with respect to this regulation for practical training and also to the Training-Record-Book.

8.2 The company insures the student against accident and afflictions in home- and foreign countries as mentioned in 3.3.
8.3 The company is to afford free board and lodging for the student aboard the ship.

8.4 If the sea voyage of the student begins or ends in foreign countries, the company has to bear for the travel (as well as all other travel-related) expenses.

8.5 After the acceptance of the first practical training semester the company compensates the charge for the basic safety training (course).

8.6 Upon completion of each practical training semester the fulfillment of the demanded tasks has to be certified by the tutor and the master.

9. Acceptance of the practical training semester

9.1 The requirements for the acceptance of each practical training semester by the university are:
- presentation of the contract of a practical training semester,
- presentation of a certificate of service about the accomplishment of the practical training semester and a statement of the chronological range,
- presentation of the practical training semester record and the Training-Record-Book,
- presentation of a Performance Record of the “On-Board Safety Familiarization of new Crew Members”.

9.2 In case the requirements for the acceptation are not fulfilled adequately the acceptance can be addicted by the performance of tasks demanded by the designated person for practical training semesters.

9.3 The practical training semester can be replaced by:
- Apprenticeship for “Schiffsmechaniker” (ship mechanics).
- The practical training and sea service for “Offiziersassistenten” (officer’s assistant), if 6 months of the sea service are attended after passing the intermediate bachelor examination.
- The Certificates of Competence: AM/AMW, AK/AKW or BG/BGW.

9.4 Adequate and appropriate sea services accepted by the BMVI or an appointed institution can be credited completely or partially.
## ANNEX

### Training areas (Sections 5 and 6)

<table>
<thead>
<tr>
<th>Training areas</th>
<th>1. Part</th>
<th>2. Part</th>
<th>Σ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S. Navigation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. 1 Plan and conduct a passage and determine position</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>S. 2 Maintain a safe navigational watch and harbour watch</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. 3 Use of radar and ARPA to maintain safety of navigation</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>S. 4 Respond to emergencies</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>S. 5 Respond to a distress signal at sea</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. 6 Use IMO Standard Marine Communication Phrases</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>S. 7 Transmit and receive information by visual signalling</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. 8 Manoeuvre the ship</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. 9 Steering the ship</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>S. 10 Machine engineering</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td><strong>L. Cargo Handling and Stowage (Tankers ̶)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. 1 Supervise the preparation of the ship for cargo transfer</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L. 2 Monitor the loading, stowage and securing of cargoes</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L. 3 Perform cargo care during voyage and get accustomed with, maintain and overhaul cargo systems</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L. 4 Monitor the unloading of cargoes</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>K. Controlling the operation of the ship and care for persons on board</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. 1 Ensure compliance with pollution prevention requirements</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>K. 2 Maintain seaworthiness of the ship</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>K. 3 Prevent, control and fight fires on board</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>K. 4 Operate live-saving appliance</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>K. 5 Apply medical first aid on board</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. 6 Legislative requirements and administration</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>K. 7 Shipboard security</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Project Works</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Deck</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Bridge duties</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3. Engineering</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4. Cargo handling</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26</td>
<td>26</td>
<td>52</td>
</tr>
</tbody>
</table>

* alternatively
Practical Training Semester Contract

Between the contracting parties:

1. The shipping company

------------------------------------------------------------------------------------------------------------------------
(Accurate name, Address, Phone, Company stamp)

2. The educational Institution
University of Applied Sciences Emden/Leer,
Faculty of Maritime Studies
Administration, Constantiaplatz 4, 26723 Emden, Germany

Please send the Contract to the following postal address:
University of Applied Sciences Emden/Leer,
Faculty of Maritime Studies
Bergmannstr. 36, 26789 Leer, Germany

3. The student

------------------------------------------------------------------------------------------------------------------------
(Surname, Name, if applicable Name of birth)

date of birth........................................in..................................................
(Date) (Place Name)

domiciled in................................................................................................
(Street Name, ZIP-Code ,Place, State)

the following is agreed:
§ 1
General

As a part of the nautical studies at the University of Applied Sciences Emden/Leer, Faculty of Maritime Studies in Leer two practical training semesters (each of a duration of 26 weeks) have to be successfully completed. Therefore the regulations concerning the practical training semesters (Guideline for the practical training semesters) are part of this contract.

§ 2
Duties of contract parties

(1) The company is obliged,

1. to train the student during the time

   from ........................................ until ........................................

   according to the regulations mentioned in § 1,

2. to appoint a tutor referring to section 8.1 of the Guideline for the practical training semesters,

3. to check and to sign the practical training report and the Training-Record-Book,

4. to inform the university in written form about the successful completion of the practical training semester and, if desired by the student, to hand out an evaluation report,

5. to provide adequate health insurance in foreign countries. Furthermore the company assumes the charges for the compulsory accident insurance of the Seamen Accident Prevention and Insurance Association (BG Verkehr) or the responsible P & I Club,

6. to grant the student free accommodation and catering on board the ship,
7. to compensate the charges of the successful attendance of the basic safety training (course) after the completion of the first practical training semester,

8. to cover the travel expenses to and from ports in foreign countries. In case of an abandonment of the practical semester prior the agreed contract period by the student, the student has to bear the travel expenses for departure by her/himself.

(2) **The student is obliged to** act in accordance to the training purpose, especially:

1. to perceive the provided training service,

2. to accomplish the duties required by the training schedule of the practical training semesters (see Guideline for the practical training semesters, Annex I),

3. to act within the scope of the training and according to the standing orders of the company,

4. to respect the legal regulations regarding occupational safety and accident prevention,

5. to maintain secrecy referring to company internal data,

6. to maintain training activity reports, prepare a practical training semester report and to keep the Training-Record-Book up to date,

7. to bring and catch up the times of absence in agreement with the company,

(3) **The university is obliged to**

perform the duties as laid down in the Guideline for Practical Training Semesters.
§ 3
Compensation of expenses and payment requirements

(1) This contract establishes no claim by the company referring compensation of expenses that may arise by carrying out this contract.

(2) With this contract the student acquires no legal claim to a remuneration from the company.
However, the parties may agree a remuneration with respect to the legal social Insurance regulations, if applicable.

§ 4
Training tutor

The company appoints the nautical officer
(please insert name and/or rank).................................................................
as tutor for the training of the student.
He/she has to control and to certify the proper fulfillment of the requested tasks in the scope of the Training-Record-Book (acc. to 1.4 of the Guideline for the practical training semesters).

§ 5
Times of Absence

During the period of this contract no entitlement of vacation will arise for the student.
The company can allow a short period of interruption in personal cases under consideration of § 2 (2) 7.

§ 6
Insurance

(1) During the Practical Training Semester on board the student will be covered against any accidents at home and abroad through the Seamen Accident Prevention and Insurance Association (BG Verkehr) respectively the Owner’s P & I Club.
The expenses therefore will be borne by the company.
The student’s health insurance remains intact during the Practical Training Semester. The company is responsible for health risks in foreign countries which exceed the scope of the health-insurance.

§ 7
Cancellation of contract

(1) In case of an important reason either party may cancel the contract prior to the date mentioned under § 2 (1) 1 without adherence to a time limit.

(2) The cancellation is carried out by a written statement to the other contract parties. The university has to be contacted and heard prior to the cancellation.

§ 8
Issue of the Practical Training Semester Contract

This contract will be issued and signed in three identical copies. Each party receives one copy of the contract duly signed.

§ 9
Additional agreements

All additional agreements must be in written form.

§ 10
Validity

This contract is valid only in conjunction with the matriculation of the student.
<table>
<thead>
<tr>
<th>Company</th>
<th>University of Applied Sciences Emden/Leer</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date / Place</td>
<td>Date / Place</td>
<td>Date / Place</td>
</tr>
<tr>
<td>Signature / Stamp</td>
<td>Signature / Stamp</td>
<td>Signature</td>
</tr>
</tbody>
</table>

**Attachment:** Guidelines for the practical training semesters