

MD NO.
Initial Issue Date:
Revision Date:



**OUTCOMES-BASED MONITORING INSTRUMENT (OBMI)
FOR MARITIME EDUCATION PROGRAMS (MEPs)**



Name of Maritime Higher Education Institution (MHEI):	Contact Numbers:	Email address:
Address of Maritime Higher Education Institution (MHEI):	Region:	
Maritime Education Program/s Monitored:	Date of Monitoring:	Date last Monitored:

	EXPECTED OUTCOME
STUDENT ADMISSION AND RETENTION	<ul style="list-style-type: none">• MHEIs ensure that the students who enrolled in the BSMT and/or BSMarE programs are appropriately qualified and complied with the minimum admission requirements• All MHEIs shall ensure compliance with the transferring student requirements as provided for in the PSG• Compliance of the institution in case of closure of the program to the MHEIs responsibility• Implementation of MHEIs' QSS with respect to general retention policy• MHEIs shall ensure compliance with the student retention requirements as provided for in the PSG



Item No.	KEY AREAS, MINIMUM REQUIREMENTS AND REFERENCE	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the Institution) Identify/indicate the Objective Evidence	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence)
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1	<p>Student General Admission Requirements</p> <p>Students intending to enroll in the BSMT or BSMarE program shall comply with the minimum requirements for admission as follows:</p> <p>Academic Qualifications:</p> <p>a. Senior High School graduate;</p> <p>b. Students who graduated in High School on or before June 2016. However, to ensure college readiness of the students enrolling under the new higher education curricula, the admitting MHEIs may require bridging program for the general education component (CMO No. 10, S. 2017);</p> <p><i>Reference: Article X Section 36.1 JCMMC 01 s. 2022</i></p>	<p>Records of Implementation of Existing student manual or policies and procedure on admission containing the following academic qualifications:</p> <ul style="list-style-type: none"> • Senior High School graduate; -Form 137/Form 138 • Students who graduated in High School on or before June 2016. However, to ensure college readiness of the students enrolling under the new higher education curricula, the admitting MHEIs may require bridging program for the general education component (CMO No. 10, S. 2017); <ul style="list-style-type: none"> ◦ Existing Student Manual or Policies and procedures 				
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		<p>containing qualifications of applicant students eligible for admission to the BSMT and BSMarE programs</p> <ul style="list-style-type: none"> o Student's Record 				
2	<p>Student Admission</p> <p>The following shall be eligible for admission to the BSMT and BSMarE programs:</p> <p>a. A student who graduated from the secondary level of education, subject to satisfaction of the following requirements of the admitting institution:</p> <p>i. IQ Test;</p> <p>ii. Aptitude Test;</p> <p>iii. Personality Test;</p> <p>iv. Math, Science and English Tests; and</p> <p>v. Physical and medical fitness test, pursuant to Regulation I/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner.</p>	<ul style="list-style-type: none"> • Official Record of enrolled students per program from Registrar if in accordance with approved enrolment policies and procedures of the institution. • Records of the Admission Test: <ul style="list-style-type: none"> o IQ Test o Aptitude Test o Personality Test o Math, Science and English Tests o Physical and Medical Fitness Test 				

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	<i>Reference: Article X Section 36.2 JCMCMC 01 s. 2022</i>					
3	b. A student who is transferring from an authorized maritime higher education institution, subject to completion/satisfaction of Physical and medical fitness test, pursuant to Regulation I/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner;	<ul style="list-style-type: none"> Result of Physical and Medical Fitness Test for transferring student 				
4	c. A student who is transferring from a maritime higher education institution whose programs are subjected to closure proceedings or are not authorized to be offered to a recognized MHEI, subject to completion/satisfaction of the following requirements: <ul style="list-style-type: none"> Physical and medical fitness test, pursuant to Regulation I/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner; - adopt PEME format 	<ul style="list-style-type: none"> Student's result of Physical and Medical Fitness Test 				

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	<ul style="list-style-type: none"> Pass the written and practical assessment of prior learning (professional courses); retake failed courses in written and practical assessment 	<ul style="list-style-type: none"> Records/Results of written and Practical Assessment of prior learning 				
5	d. A student who is transferring from an authorized maritime higher education institution whose admission standards requires new entrant on the First Year Level only, shall abide by the institution's admission policy	<ul style="list-style-type: none"> Records of Implementation on the Institution admission policy for students' who is transferring from an authorized maritime higher education institution whose admission standards requires new entrant on the First Year Level only 				
6	e. A student coming from outside the country must be evaluated in accordance with existing statutory and regulatory requirements prior to admission.	<ul style="list-style-type: none"> Accomplished and result of evaluation of the student from outside the country 				
7	Assessment tool to be developed by accepting MHEI guided by procedures as stipulated in Annex G.	<ul style="list-style-type: none"> Developed assessment tool as per required by the PSG 				

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	<i>Reference: Article X Section 36.2 JCMCC 01 s. 2022</i>					
8	<p>Physical and medical fitness requirements</p> <p>In compliance with Regulation 1/9, Section A-1/9 of the STCW Convention, 1978, as amended, students enrolling in the BSMT and/or BSMarE program shall satisfy the following criteria to be considered physically and medically fit:</p> <ol style="list-style-type: none"> have the physical capability to fulfil all the requirements of the basic training as required by Section A-VI/1, paragraph 2 of the STCW code; demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms; have no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and emergency duties on board the ship; not suffering from any medical condition likely to be aggravated by 	<ul style="list-style-type: none"> ● Record of Physical and Medical test showing: <ol style="list-style-type: none"> Physical capability to fulfil all the requirements of the basic training as required by Section A-VI/1 adequate hearing and speech to communicate effectively and detect any audible alarms no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and 				



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	<p>service at sea or to render the student unfit for such service; and</p> <p>e. adhere to the minimum in-service eyesight standards set out in Table A-1/9.</p> <p>If the admission policy of the institution is above the minimum requirements provided under this Circular, the policy of the institution shall prevail.</p> <p><i>Reference: Article X Section 39 JCMMC 1 s. 2022</i></p>	<p>emergency duties on board the ship</p> <p>d. not suffering from any medical condition likely to be aggravated by service at sea or to render the student unfit for such service</p> <p>e. adhere to the minimum in-service eyesight standards set out in Table A-1/9</p>				
9	<p>Student General Retention Requirements</p> <p>MHEIs shall establish a student retention policy duly documented in their respective Quality Standard System which provides, among others, that a student who qualifies for enrollment shall be eligible to stay for the entire period for which he/she is expected to complete his/her program of study in the institution, without prejudice to his/her right to transfer to institutions in accordance with the existing rules and</p>	<ul style="list-style-type: none"> Records of Implementation on the policy and procedure on retention of students which provides student who qualifies for enrollment shall be eligible to stay for the entire period for which he/she is expected to complete his/her program of study in the institution, without 				

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	<p>regulations of the Commission, except in the following cases:</p> <ul style="list-style-type: none"> a. academic delinquency; b. violation of rules and regulations of the institution; c. failure to settle due tuition and other school fees, and other obligations; d. sickness or disease that would prevent the student to handle the pressures of school work or his continued presence thereat would be deleterious to other members of the academic community; and e. the closure of a program by the institution, or the closure of the institution itself <p><i>Reference: Article X Section 38.1 JCMCC 01 s. 2022</i></p>	<p>prejudice to his/her right to transfer to institutions in accordance with the existing rules and regulations of the Commission, except in the following cases:</p> <ul style="list-style-type: none"> a. academic delinquency; b. violation of rules and regulations of the institution; c. failure to settle due tuition and other school fees, and other obligations; d. sickness or disease that would prevent the student to handle the pressures of school work or his continued presence thereat would be deleterious to other members of the academic community; and 				
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		<ul style="list-style-type: none"> e. the closure of a program by the institution, or the closure of the institution itself • List of reprimanded/dismissed students and accompanying records of due process and other supporting documents 				
10	<p>In case of transfer of a student, MHEIs shall strictly observe the provisions under Sections 95 and 96 of CMO 40, series of 2008.</p> <p><i>Reference: Article X Section 38.3 JCMMC 01 s. 2022</i></p>	<ul style="list-style-type: none"> • Transfer credential signed by the school registrar not later than two (2) weeks after filing of the application for transfer • Record of transmittal of the student record to the admitting institution • Official Record of enrolled students per 				



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		program from Registrar if in accordance with approved enrolment policies and procedures of the institution.				
11	The OBT shall not be considered as substitute to the one-year residency requirement in an MHEI for graduation. <i>Reference: Article X Section 38.4 of the Revised JCMC 01 s. 2022</i>	<ul style="list-style-type: none"> • Records of Implementation of the policy and procedure/Student's Manual showing that OBT shall not be considered as substitute to the one-year residency requirement • Work instruction manual 				
12	Guidance System Every MHEI shall establish a guidance system that will monitor the progress of the student's scholastic performance and personality development.	<ul style="list-style-type: none"> • Records of implementation Policies and procedures on Guidance System: <ul style="list-style-type: none"> ○ Documented guidance counselling activities 				

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	<i>Reference: Article X Section 39 JCMCC 01 s. 2022</i>	<ul style="list-style-type: none"> Records of the Progress of the Scholastic Performance and Personality Development of the Students 				
13	<p>Grading System Bases for Grading</p> <p>1. The final grade or rating given to a student shall be based solely on scholastic performance in any course. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed. Further, a student who incurs absences for more than 20% of the required number of school days shall be automatically dropped from the rolls of enrollees in the course.</p> <p>2. MHEIs shall ensure that all course outcomes shall be assessed and passed with more weight given to the indicators of assessment standard.</p> <p>3. Any grade given to a student may be appealed in accordance with institutional academic processes.</p>	<ul style="list-style-type: none"> Records of students to verify the grading system, i.e. Result of Lecture (Results of Written Examination, Oral Examination, Research Works and Outputs such as project, portfolio, and others) Result of Laboratory (sample graded laboratory exercises and practical assessment) 				

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	<p>4. Scholastic performance shall be measured and demonstrated by one or more of the following:</p> <p>a. Lecture Component</p> <ul style="list-style-type: none"> o Written Examinations o Oral Examinations o Research works o Outputs such as project, portfolio, and others <p>b. Laboratory Component</p> <ul style="list-style-type: none"> o Scientific and Technical Experiments o Demonstration of competences acquired <p><i>Reference: Article X Section 40.1 JCMCC 01 s. 2022</i></p>	<ul style="list-style-type: none"> • Result of the course outcome assessment • Records of student's attendance relative to 80% requirement • Records of student's appeal, resits, retake/ special examination, if any. 				
14	<p>Requirements for Grading The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:</p> <p>1. No provisional, conditional or temporary grade for any curricular or</p>	<ul style="list-style-type: none"> • Sample of Student's Records to verify compliance with the requirements i.e. Transcript or grading sheet showing no provisional, conditional or temporary final grade, 				

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	component course shall be given to a student.	examination records retained by the institution				
15	<p>2. In case a student fails to take a final examination or submit an academic requirement for completion of a course and that his/her scholastic performance is not sufficient to merit a final passing grade, an institution may, consistent with its academic policies, give the student a final grade which does not earn any academic credit nor indicates failure such as "NC" for "No Credit" or "NG" for "No Grade". Such a grade is permanent and cannot be subsequently changed. Provided however, that where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as, sickness, emergency, or accident, the student may be given an incomplete mark or "INC". Provided further, that the institution allows special or completion examinations, or additional time for compliance of the requirements. In no case shall an incomplete or "INC" mark</p>	<ul style="list-style-type: none"> ● Existing policy and procedures on the requirements of Grading in compliance with item b, c and d by sampling of the following records: ● Transcript or gradings sheets submitted by the faculty ● examination records retained by the institution 				

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	remain for more than one (1) academic year.					
16	3. The institution shall set its own passing standard, which may not be lower than 50 th percentile grade. A sample of the range of percentage marks and their corresponding equivalents is shown in a table found in Annex L which may be used as reference.	Sample of student's record such as assessment to verify the grading system of the Institution.				
17	4. No transmutation of grades	Sample of student's record to verify the grading system of the Institution.				
18	<p>Requirements for promotion or graduation The promotion of a student from any curricular or component course towards graduation shall strictly comply with the conditions or requirements as follows:</p> <p>Requirements for promotion</p> <p>For purposes of granting the corresponding credit units towards the completion of a course or graduation from a BSMT or BSMarE program, the student shall:</p>	<ul style="list-style-type: none"> ● Records of Students evaluation by semester showing that the student: <ol style="list-style-type: none"> 1. be enrolled in the course under the program; 2. have complied with institutional policies; 3. have demonstrated the required course outcomes as specified in the course specifications; and 				

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	<p>1. be enrolled in the course under the program;</p> <p>2. have complied with institutional policies;</p> <p>3. have demonstrated the required course outcomes as specified in the course specifications; and</p> <p>4. be promoted or permitted to enroll in the next semester or year level provided the pre-requisite and co-requisite course(s) have been complied with.</p> <p><i>Reference: Article X Section 40.2. of the Revised JCMMC 01 s. 2022</i></p>	<p>4. be promoted or permitted to enroll in the next semester or year level provided the pre-requisite and co-requisite course(s) have been complied with. Sampling with the following:</p> <ul style="list-style-type: none"> • enrollment records • receiving copy from CHED of the academic credentials submitted to CHED (semestral, form 9) 				
19	<p>Requirements for Graduation For purposes of granting the BSMT or BSMarE degree, the student shall:</p> <ol style="list-style-type: none"> 1. have completed classroom instruction; 2. have completed Onboard Training and complied with pertinent validation and assessments; 3. passed the comprehensive examination; and 	<ul style="list-style-type: none"> • Records of students showing compliance with the requirements per Sec. xx of JCMMC x s-2022 and with reference to the institutional policies and standards by sampling of the following: <ul style="list-style-type: none"> ○ final grades ○ result of evaluation and recommendations 				

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	4. complied with institutional policies and requirements. <i>Reference: Article X Section 40.3.2 JCMMC 01 s. 2022</i>	among candidates for graduation				
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Lead Evaluator :

Signature Over Printed Name

Monitoring Team Members :

Signature Over Printed Name

Signature Over Printed Name

