



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



JOINT CHED - MARINA MEMORANDUM CIRCULAR NO. 01
Series of 2022

**SUBJECT: REVISED POLICIES, STANDARDS AND GUIDELINES FOR THE
BACHELOR OF SCIENCE IN MARINE TRANSPORTATION AND
BACHELOR OF SCIENCE IN MARINE ENGINEERING PROGRAMS**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994"; RA No. 10635 and its Implementing Rules and Regulations (IRR) including subsequent amendments which established the Maritime Industry Authority (MARINA) as the Single Maritime Administration of the Republic of the Philippines; the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended); Executive Order (EO) No. 63 and its IRR which further strengthened the authority of MARINA as Single Maritime Administration and, by virtue of CHED Commission en banc (CEB) Resolution No. 026-2022 dated January 18, 2022, the following policies, standards and guidelines (PSG) for the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) programs are hereby adopted and promulgated.

Article I
INTRODUCTION

Section 1. Rationale and Background

This PSG was developed in pursuit of the educational reforms that include the enhanced basic education curriculum through K to 12, the New General Education Curriculum, and the ongoing quality assurance system for the development, recognition and award of qualification to the BSMT and BSMarE graduates based on the Philippine Qualifications Framework (PQF) Level 6 and International Standards.

Furthermore, this revised PSG serves the purpose of further ensuring the compliance of BSMT and BSMarE programs with the pertinent requirements of the STCW Convention, 1978, as amended, making them more responsive to the needs of the industry and thereby maintaining the global competitiveness of BSMT and BSMarE graduates and in particular, the Filipino seafarers serving as officers in charge of a watch for international shipping.

PSG implements competency-based standards/outcomes-based education. It adopts the competencies expected of BSMT and BSMarE graduates as provided under the STCW Convention, 1978, as amended, regardless of the type of higher education institution (HEI) they graduated from.



Article II DEFINITION OF TERMS

Section 2. For purposes of this PSG, the following terms shall be construed as follows:

- 2.1. Approved TRB:** Refers to the Training Record Book (TRB) designed by the International Shipping Federation (ISF), GlobalMET or any other entity and approved by the Maritime Administration in accordance with the requirements of the STCW Convention, 1978, as amended.
- 2.2. Assessment:** Refers to the verification of competency of students necessary to enhance the learning process and is critical to certifying the competence of the students.
- 2.3. Assessment of Competence:** Refers to the process of collecting evidence through theoretical examination and practical assessment of the knowledge, understanding and proficiency gained from one or more of the following: approved education and training; approved training ship experience; approved simulator training; approved laboratory equipment training; approved in-service, and making judgment on whether competency has been achieved.
- 2.4. BSMT:** Refers to the maritime education program being implemented by the Commission and the Maritime Administration in compliance with the mandatory education and training under Regulation II/1, paragraph 2.5 of the STCW Convention, 1978, as amended, as one of the requirements for issuance of a Certificate of Competency (COC) as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more. In addition, **some** of the knowledge and understanding under Regulation II/2, as well as fundamentals in radiocommunications under Table A-IV/2 are included in the program.
- 2.5. BSMarE:** Refers to the maritime education program being implemented by the Commission and the Maritime Administration in compliance with the mandatory education and training under Regulation III/1, paragraph 2.4 of the STCW Convention, 1978, as amended, as one of the requirements for issuance of COC as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more. In addition, **some** of the knowledge and understanding under Regulation III/2, are included in the program.
- 2.6. Carrying-capacity:** Refers to the maximum number of students that can be enrolled by the MHEI based on its facility and equipment taking into account, the man-machine ratio, faculty-student ratio, laboratory hour per week, and the maximum facility/equipment utilization per week.
- 2.7. Closure of a Program:** Refers to the closure of BSMT and/or BSMarE program/s offered by a maritime higher education institution (MHEI), which may be voluntary or involuntary.



Voluntary closure is when the MHEI, for valid cause, on its own initiative, chooses to close any of its programs offered through phase-out process.

Involuntary closure is when the CHED, with the recommendation of MARINA, for just cause and after due process, orders the phase-out or outright closure of the BSMT and/or BSMarE program/s by revoking the permit or certificate of recognition previously issued. The CHED and MARINA shall determine the grounds thereof.

The higher education institution shall remain obligated to: (1) furnish the necessary transfer credentials and records to students affected by the closure; and (2) cause the preservation of all the students' academic records by submitting the same to the CHED Regional Office concerned or to the National Archives Office.

2.8. Commission: Refers to the Commission on Higher Education (CHED)

2.9. Competence: Refers to the combination of knowledge, skills, experience and attitude that enables an individual to perform a certain function or task. It includes: 1) the cognitive competence involving the use of theory and concepts as well as informal tacit experiential knowledge; 2) functional competence, which involves knowledge, understanding and skills necessary for the proper performance of functions, tasks, duties and responsibilities in a workplace; and 3) personal competence involving ethical, personal and professional values.

For purposes of the BSMT and or BSMarE programs, specific cognitive and functional competences are provided in the Tables of Standards of Competence under the STCW Code.

2.10. Completed Classroom Instruction (CCI) for OBT: Refers to "Completed Academic Requirements" in previously issued PSGs, pertains to the completion of the required courses under the BSMT or BSMarE program prior to the OBT based on the Commission and Maritime Administration approved curriculum.

2.11. Course: Refers to discrete component of a degree program. It is identified by a course code, descriptive title and its outline or syllabus. This is also known as subject. It is a collection of learning experiences (e.g. lectures, experiments, academic exercises and projects) within a particular subject area and organized to accomplish particular outcomes.

2.12. Course Package: Refers to a set of learning materials jointly developed or enhanced and prepared, reviewed, and validated by CHED, MARINA, and maritime stakeholders. It is composed of Course Specifications, Course Outline and Timetable, and Course Syllabus.

2.13. Course Syllabus: Refers to a collection of elements that shows the plan for the delivery of the course which includes competence, KUPs and topics, intended learning outcomes, and indicative number of hours.

- 2.14. Curriculum:** Refers to an aggregate of courses that are systematically and logically arranged within the program of study to ensure achievement of prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants. It consists of a curriculum outline indicating a summary of the professional courses, general education courses, OBT and other required courses under existing laws, rules and regulations, as well as the list of prerequisites and corequisites and the program of study.
- 2.15. Curriculum Map:** Refers to a matrix showing how the program outcomes are addressed by STCW-based professional courses, New General Education Curriculum (NGEC) and mandated courses, which are categorized into foundation, introductory, enabling and demonstrative and the capstone of BSMT or BSMarE program consistent with the use of spiral progression approach in RA 10533 and CMO 46, s.2012.
- 2.16. Degree:** Refers to academic degree conferred on students by an HEI, upon satisfactorily completing a program of study.
- 2.17. Due Process:** Refers to the guarantee that all legal proceedings will be fair and that the concerned MHEI will be given notice of the proceedings and an opportunity to be heard before the Commission acts towards the closure of its BSMT or BSMarE program.
- 2.18. Detailed Teaching Syllabus (DTS):** Refers to a component of course package which contains the complete course information and articulations of teaching and learning activities prepared by the MHEI.
- 2.19. Evaluation:** Refers to the process of making judgment on the compliance of the MHEI and the maritime education program being applied for approval with the pertinent standards and requirements prescribed by the Maritime Administration and the CHED in accordance with the STCW Convention, 1978, as amended.
- 2.20. Examination:** Refers to a formal test of a student's knowledge, understanding or proficiency in any of the specific competencies.
- 2.21. Learning Outcomes:** Refers to the clear statement that has a verb, content, context and some cases a condition, and signify what the learner is expected to know, understand, and do as a result of learning experiences after the lesson.
- 2.22. Maritime Education Programs (MEPs):** refer to the approved education and training for Officers-in-Charge for navigational or engineering watch covered under Chapters II and III of the STCW Convention '78, as amended, or more popularly known as the Bachelor of Science for Marine Transportation (BSMT) and Bachelor of Science for Marine Engineering (BSMarE) programs.
- 2.23. Maritime Higher Education Institution (MHEI):** refers to all higher education institutions offering maritime higher education programs.

2.24. Onboard Training (OBT): Refers to the mandatory seagoing service under Regulations II/1 and III/1 of the STCW Convention, 1978, as amended.

2.25. Outcomes-Based Education (OBE): Refers to an educational approach that focuses and organizes the educational system around what is essential for all learners to know, value, and be able to achieve a desired level of competence. Once the desired results or "exit outcomes" have been determined, the strategies, processes, techniques and means are put in place to achieve predetermined goals. In essence, it is working backward with students as the center of the learning-teaching milieu.

2.26. Phase-out process means the gradual closure of a higher education program or a higher education institution. In any case, the termination or closure of a program shall be effected at the end of an academic year. However, students that are already in the second, third- and fourth-year levels shall be allowed to finish their study until graduation or to transfer to other institutions, at the option of the student(s).

2.27. Program Educational Objectives (PEOs): Refers to broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.

2.28. Program Outcomes (POs): Refers to sets of competencies (related knowledge, skills, and attitudes) that all learners are expected to demonstrate after the completion of the curriculum or program.

2.29. Philippine Qualifications Framework (PQF): Refers to the levels of educational qualifications and sets the standards for qualification outcomes. Both BSMT and BSMarE programs are in Level 6 which imply that both baccalaureate degrees enable the graduates to demonstrate broad and coherent knowledge and skills in their field of study for professional work and lifelong learning in different ways and methods by learners and workers of the country.

2.30. Program of Study: An academic plan, which articulates the distribution of courses per academic term, as well as the OBT requirement that have to be taken by a student towards the satisfactory completion of BSMT or BSMarE program.

2.31. Quality Standards System (QSS): Refers to a system that is required under Regulation 1/8 of STCW Convention, 1978, as amended that MHEIs must establish, which shall incorporate key elements such as, but not be limited to, an expressed policy regarding quality and the means by which such policy is to be implemented; the organizational structure, responsibilities, procedures and resources necessary for quality management; the operational techniques and activities to ensure quality control; the systematic institutional monitoring arrangements including internal quality assurance evaluations to ensure that all defined objectives are being achieved; and arrangements for periodic external evaluations.



- 2.32. Refresher Course:** Refers to courses approved by the Commission and the Maritime Administration required to be taken and completed by a BSMT or BSMarE student who has not yet completed the OBT requirement and/or failed to earn the degree within six (6) years after completion of classroom instruction under the BSMT or BSMarE program.
- 2.33. Remediation:** in case of onboard training this refers to the intervention to institute appropriate remedial program (e.g.: simulation/ workshops practical exercises) in order for the students to rectify such deficiency/ies and in case of written examination and practical assessment, it refers to a process of correcting a deficiency usually in the forms of re-examination and/or re-assessment offered to students who fail to meet the requirements of a particular course.
- 2.34. Resit:** Refers to "another opportunity" given to any students to retake the assessment if ever a failing score was recorded on the first try during the final assessment of the course.
- 2.35. Seagoing ship:** Refers to a ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to, sheltered waters or areas where port regulations apply.
- 2.36. Standard of Competence:** Refers to the level of proficiency to be achieved for the proper performance of functions onboard seagoing ships in accordance with the criteria set forth in the STCW Convention, 1978, as amended, and incorporating prescribed standards or levels of knowledge, understanding and demonstrated skills.
- 2.37. STCW Convention:** Refers to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, adopted by the International Conference on Training and Certification of Seafarers on 7 July 1978, which was amended several times since its adoption. For purposes of this PSG and for brevity, it shall be referred to as the "STCW Convention, 1978, as amended" or simply the STCW Convention.
- 2.38. STCW Code:** The Seafarers' Training, Certification and Watchkeeping Code which was adopted in 1995 as an integral part of the STCW Convention during the "Conference of Parties to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers" held at the Headquarters of the International Maritime Organization (IMO) from 26 June to 7 July 1995.
- 2.39. Transcript of Records (TOR):** Refers to certified record (inventory) of a student throughout a course of study having full enrollment history including all courses (or subjects) attempted, grades earned and degrees and awards conferred
- 2.40. Unit:** Refers to one (1) unit of college credit shall be equivalent to one (1) hour lecture or recitation each week or a total of not less than seventeen (17) hours



in a semester. Likewise, one (1) unit of college credit is equivalent to two (2) or three (3) hours of laboratory work, drafting, workshop or fieldwork each week for a total of seventeen (17) weeks in a semester.

2.41.Updating Course: Refers to a training course designed, developed and approved by the Maritime Administration for the purpose of updating the knowledge, understanding and skills of future or existing seafarers as a result of the implementation of mandatory amendment(s) to the STCW Convention as well as other international covenants and national laws and regulations concerning the safety of life at sea, security and the protection of the marine environment.

2.42.Workshop Skills Training: Refers to a usually brief intensive educational program for a relatively small group of people that focuses especially on techniques and skills in a particular field.

Article III

APPROVAL AND AUTHORITY TO OPERATE MARITIME EDUCATION PROGRAMS

Section 3. Approval of Maritime Education Programs

All HEIs, including state universities and colleges (SUCs), local universities and colleges (LUCs), and autonomous and deregulated HEIs, intending to offer BSMT and/or BSMarE programs shall first secure approval from the Commission before offering and conducting the said programs. The approval shall be granted Authority to operate upon the recommendation of the TPME chaired by Maritime Administration in accordance with this PSG.

3.1. Authority to Operate

The Authority to Operate, consisting of a Permit Phase and Recognition Phase, shall be applied for and shall only be granted after the applicant HEI has complied with the pertinent requirements under this PSG.

Such compliance shall be evaluated and verified through a joint Commission and Maritime Administration review, critiquing, validation, inspection, and evaluation of the applicant HEI onsite or remote when face-to-face methods are not possible.

3.2. Permit to Operate

The initial permit to operate applies only to the first- and second-year levels of the program applied for, and shall be granted only after the first- and second-year level requirements are met.

On the second year of operation of the degree program, the higher education institution must apply for a permit to operate the third-year level or may apply for recognition if the applicant institution has complied with all the requirements for the continuous operation of the degree program applied for, **including the onboard training requirements.**

The third-year permit to operate shall only be granted if compliance with the first- and second-year level requirements is maintained and the third-year level requirements for the program being applied for have been complied with.



Otherwise, the permit to operate the first- and second-year levels of the program concerned shall be revoked. The affected students shall be assisted by the concerned MHEI in transferring to other institutions offering authorized BSMT and/or BSMarE programs.

An application shall be deemed disapproved if applicant HEI, despite due notice, has not complied with the required documents within the prescribed period.

The specific provisions governing the processing of applications for government permit shall be in accordance with the Revised Guidelines on Joint CHED-MARINA Evaluation and Inspection of Higher Education Institutions Applying for Government Authority to Operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering Program/s.

3.3. Program Recognition

Consistent with the preceding paragraph, the third-year permit or recognition may be applied for on the second year of operation with the CHED Regional Office concerned not later than the first working day of November of the academic year prior to that for which recognition is sought.

The recognition shall only be granted when all requirements for the complete operation of the BSMT or BSMarE program, including the provision of OBT for students who are completing the classroom instruction prior to the grant of recognition, have been complied with. Otherwise, the permit to operate the first, second and third applied for recognition shall be revoked.

The specific provisions governing the processing of applications for government permit shall be in accordance with the Revised Guidelines on Joint CHED-MARINA Evaluation and Inspection of Higher Education Institutions Applying for Government Authority to Operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering Program/s.

- 3.4.** All MHEIs with existing BSMT and/or BSMarE programs currently authorized by the Commission shall adhere to and comply with all the requirements under this PSG.
- 3.5.** The offering or operation of BSMT and/or BSMarE programs without the proper authority to operate as provided under this PSG is unlawful, illegal and a prohibited act under the pertinent existing laws, rules and regulations of the Republic of the Philippines.
- 3.6.** The permit or recognition shall be exclusive to the MHEI to which it was granted and shall be subject to the conditions set forth therein. The permit or recognition cannot in anyway be alienated or be subject of any contract.
- 3.7.** BSMT and/or BSMarE programs of any MHEI that failed to comply with the minimum requirements provided under this PSG shall be subject to closure after due process.



3.8. Prohibition on Re-Application for Permit against MHEIs with Closure Order

An MHEI which is subject to closure, either immediate or through phase-out shall be barred from re-applying for a period of three (3) years after the effectivity of such Closure Order.

Upon re-application, the subject Institution shall ensure the program complies with the existing CHED-MARINA Policies, Standards and Guidelines.

All pending applications of MHEI for permit or recognition of the closed programs shall be automatically denied without prejudice to imposition of appropriate sanctions against MHEIs officials in accordance with existing laws, rules and regulations.

3.9 Evaluation of applications of HEIs that operated maritime programs without Government Authority

The application of an HEI which operated the BSMT and/or BSMarE program/s prior to filing of the application for a Government Authority shall be automatically denied, without prejudice to imposition of appropriate sanctions against the concerned HEIs' officials in accordance with existing laws. The institution shall be ordered to Cease and Desist from operation and shall facilitate the transfer of students to recognized institutions in accordance with the requirements of this Circular.

Said institution shall be barred to apply for three (3) years after the issuance of a Cease-and-Desist Order, subject to compliance with the Orders and sanctions imposed.

This is however without prejudice to actions of CHED with respect to special orders for students who graduated from such programs. Further, it shall not prejudice the actions of MARINA with respect to the administration of Officer-in-Charge of a Navigational Watch (OIC-NW) and Officer-in-Charge of an Engineering Watch (OIC-EW) Examinations.

Article IV

PROGRAM AND COURSE DESIGN, REVIEW AND APPROVAL

Program Specifications

Section 4. Program Description

BSMT is a maritime education program that covers the mandatory education and training for Officers in Charge of a Navigational Watch required under Regulation II/1, Paragraph 2.5 of the STCW Convention, 1978, as amended.

In addition, **some** of the knowledge and understanding under Table A-II/2 as well as fundamentals in radiocommunications are included in the program.



BSMarE is a maritime education program that covers the mandatory education and training for Officers in Charge of an Engineering Watch required under Regulation III/1, Paragraph 2.4 of the STCW Convention, 1978, as amended.

In addition, **some** of the knowledge and understanding under Table A-III/2 are included in the program.

4.1 Degree Name

4.1.1 The degree name for the mandatory education and training for Officers in Charge of a Navigational Watch shall be Bachelor of Science in Marine Transportation (BSMT).

4.1.2 The degree name for the mandatory education and training for Officers in Charge of an Engineering Watch shall be Bachelor of Science in Marine Engineering (BSMarE).

4.2 Nature of the Field of Study

4.2.1 The BSMT program shall cover the study of navigation, cargo handling and stowage, controlling the operation of the ship and care for persons on board and some of the knowledge and understanding under Table A-II/2, as well as fundamentals in radiocommunications under Table A-IV/2.

4.2.2 The BSMarE program shall cover the study of marine engineering, electrical, electronic and control engineering, maintenance and repair, controlling the operation of the ship and care for persons on board at the operational level and some of the knowledge and understanding under Table A-III/2 are included in the program.

4.2.3 Graduates of the recognized BSMT or BSMarE program are qualified to take the Maritime Administration prescribed assessment of competence for certification as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more or as Officer in Charge of an Engineering Watch on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more, subject to compliance with other requirements thereof.

4.3 Program Educational Objectives (PEOs)

4.3.1 As a degree program, the general program educational objective of BSMT or BSMarE is to produce graduates who are competent to pursue a career or advanced studies in related maritime field of specialization.

4.3.2 Specifically, the BSMT program shall aim to produce competent Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more while the BSMarE program shall aim to produce competent Officers in Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW or more.



- 4.3.3** MHEIs shall ensure that graduates of BSMT and BSMarE programs consistently pass the assessment of competence administered by the Maritime Administration. MARINA shall provide the annual results of the assessment of competence upon request of the MHEIs.

4.4 Specific Professions/Career Opportunities for BSMT/ BSMarE Graduates

- 4.4.1** A graduate of BSMT program may find careers in:

- a. Merchant Marine profession
- b. Maritime Industry
 - 1. Ship building and repair
 - 2. Ship operations and management
 - 3. Port operations and management
 - 4. Ship surveying and inspection
 - 5. Offshore industry
- c. Maritime Education and Training
- d. Government
 - 1. Philippine Navy
 - 2. Philippine Coast Guard
 - 3. Maritime Industry Authority

- 4.4.2** A graduate of BSMarE program may find careers in:

- a. Merchant Marine profession
- b. Maritime Industry
 - 1. Ship building and repair
 - 2. Ship operations and management
 - 3. Port operations and management
 - 4. Ship surveying and inspection
 - 5. Offshore industry
- c. Maritime Education and Training
- d. Industrial and Commercial Establishment
- e. Government
 - 1. Philippine Navy
 - 2. Philippine Coast Guard
 - 3. Maritime Industry Authority

4.5 Allied Fields

- 4.5.1** The following fields shall be considered as allied to the BSMT program for purposes of determining the qualifications of faculty:

- a. Mechanical Engineering
- b. Electrical Engineering
- c. Chemical Engineering
- d. Naval Architecture and Marine Engineering
- e. Law
- f. Meteorology
- g. IT related fields

- 4.5.2** The following fields shall be considered as allied to the BSMarE program for purposes of determining the qualifications of faculty:

- a. Mechanical Engineering
- b. Electrical Engineering
- c. Chemical Engineering



- d. Electronics Engineering
- e. Industrial Engineering
- f. Instrumentation and Control Engineering
- g. Naval Architecture and Marine Engineering
- h. Law
- i. IT related fields

Section 5. Program Outcomes

The program outcomes for the BSMT and BSMarE programs are expressed in the following set of learning outcomes:

5.1 Common to all programs in all types of HEI

Graduates of BSMT and BSMarE programs should be able to:

- a. engage in lifelong learning and understanding to keep abreast of the developments in maritime practice;
- b. work independently and in multi-disciplinary and multi-cultural teams;
- c. act in recognition and practice of professional, social, and ethical accountability and responsibility; and
- d. preserve and promote "Filipino historical and cultural heritage".

5.2 Common to the BSMT and BSMarE Programs

Graduates of BSMT and BSMarE programs should be able to:

- a. apply knowledge in mathematics, science and technology in solving problems related to the profession and the workplace;
- b. evaluate the impact and implications of various contemporary issues in the global and social context of the profession;
- c. use appropriate techniques, skills and modern tools in the practice of the profession in order to remain globally competitive; and
- d. contribute to the existing body of knowledge through research or other forms of creative discourse and innovative works.

5.3 Specific to the Discipline

5.3.1 BSMT

A graduate of BSMT program shall be able to demonstrate the competence to perform the functions pertaining to navigation, cargo handling and stowage, controlling the operation of the ship and care for persons on board under Table A-II/1, fundamentals in radiocommunications under Table A-IV/2, and acquire some knowledge and understanding under Table A-II/2 of the STCW Code that are covered by this program.

5.3.2 BSMarE

A graduate of BSMarE program shall be able to demonstrate the competence to perform the functions pertaining to marine engineering, electrical, electronic and control engineering, maintenance and repair, controlling the operation of the ship and care for persons on board at the operational level and acquire the specific knowledge and understanding as underpinning and/or fundamental under Table A-III/2 of the STCW Code that are covered by this program.



5.4 Common to a horizontal type as defined in CMO No. 46, s.2012

Graduates of BSMT and BSMarE programs, whether from professional institutions, colleges or universities, are expected to demonstrate the following:

1. a service orientation in one's profession.
2. an ability to engage in various types of employment, development activities, and public discourses, particularly in response to the needs of the community one serves.
3. support "national, regional and local development plans" of the country through participation in the generation of new knowledge or in research and development projects, especially those from state universities and colleges.

To further ensure the attainment of the program outcomes, MHEIs shall strengthen the conduct of capacity-building programs for faculty members and training of students, including exposure to industries, as may be relevant.

Section 6. Performance Indicators

Performance Indicators are specific and measurable statements identifying the performance(s) required to meet the outcome; confirmable through evidence.

MHEIs shall develop the performance indicators to be achieved by the students as per institution's program outcomes and may refer to Table A-II/1 Table A-II/2, Table A-IV/2, Table A-III/1 and Table A-III/2 of the STCW Code whichever are applicable.

Sample Performance Indicators based on the Handbook on Typology, Outcomes-Based Education and Institutional, Sustainability Assessment (2014)

A. Institution

| Performance Indicator | Metrics | Targets |
|---|---|--|
| An attribute of the ideal graduate could be their ability to "apply their professional skills to become experts in their areas of specialization and expertise" | Could include overall results of licensure examination or employment rates of graduates, awards to the graduates or to the institution, or the MHEIs involvement in the development of local and international policies | The desired standards such as minimum values of 70% passing rate in licensure examination, 80% employment rate, 1 award per year or involvement in the development of 2 local policies |



B. Program

| Performance Indicator | Metrics | Targets |
|---|--|---|
| HEIS engineering graduates are expected to "provide engineering solutions in the context of social, environmental and ethical considerations" | Completion of project or undergraduate thesis geared toward problem solving that contributes to professional practice, community concerns and research | Desired standards such as 100% completion of project or thesis with 70% having an impact on profession, community or research |

C. Course

| Performance Indicator | Metrics | Targets |
|---|---------------------------------------|--|
| Students are expected to demonstrate the course outcomes. | Pass summative performance assessment | 100% of students pass the summative assessment |

Curriculum**Section 7. Minimum Curriculum Standards**

The Commission and the Maritime Administration shall develop, adopt and implement the minimum curriculum standards for BSMT and BSMarE programs which shall be offered by the MHEIs.

Upon compliance with the minimum prescribed curricula, MHEIs may design an enhanced curriculum suited to their own context and mission, and inform the Commission of the improvement prior to implementation. MHEIs shall consider the maximum number of study load of students per week as stipulated in MORPHE.

Section 8. Implementation of the BSMT and BSMarE Curricula**8.1** The curricula shall contain the following:

- a. Curriculum Maps for BSMT and BSMarE programs (Annexes A1 and A2)
- b. STCW Competences Maps for BSMT and BSMarE programs (Annexes B1 and B2)
- c. Programs of Study (3-1 and 2-1-1 schemes) (Annexes C1 and C2)
- d. BSMT Course Package – Parts A to C - Course Specifications, Course Outline and Timetable, and Course Syllabus (Annexes D1 to D7)
- e. BSMarE Course Package – Parts A to C - Course Specifications, Course Outline and Timetable, and Course Syllabus (Annexes E1 to E10)

8.2 The following shall be developed by the MHEIs and shall be aligned with items a to e above using the templates herein provided.

- a. Detailed Teaching Syllabus (Annex F)
- b. Course Outcomes Assessment and Assessment Tools (Annex G)



8.3 The MHEIs shall establish policy and procedure for its own monitoring and supervision of implementation of the curricula.
MHEIs shall monitor the delivery of the approved curriculum and shall ensure to keep records thereof for at least three (3) years.

8.4 Monitoring on the implementation of the curriculum shall be conducted jointly by the Maritime Administration and the Commission.

8.5 Non-compliance or deviation from the prescribed curricula shall be subject to sanctions after due process.

8.6 BSMT Program

The BSMT program shall have a minimum of 175 credit units consisting of the Professional Courses, OBT, Physical Education (PE), National Service Training Program (NSTP) and the General Education component following CMO No. 20, series of 2013.

The sequencing of the courses according to pre-requisites and co-requisites shall be observed. The OBT in line with the requirements of the STCW Convention, 1978, as amended shall be given a total of 40 credit units upon completion.

8.7 BSMarE Program

The BSMarE program shall have a minimum of 179 credit units consisting of the Professional Courses which include mechanical and electrical workshop skills training, OBT, PE, NSTP and the General Education component following CMO No. 20, Series of 2013.

The sequencing of the courses according to pre-requisites and co-requisites shall be observed. The OBT in line with the requirements of the STCW Convention, 1978, as amended shall be given a total of 40 units upon completion.

8.8 Recommended elective Professional Courses/Topics for BSMT Program

The MHEI may select any 2 courses/topics of the following recommended electives for course development and offering, but not limited to:

1. Ship Operations and Shipyard Practice
2. Ship Superintendence and Chartering Practice
3. Ship Survey and Vetting Inspection
4. Port Management and Logistics
5. Trends, Issues, and Breakthroughs in the Maritime Industry
6. Emerging Technologies in the Maritime Industry
7. Data Analytics for Maritime professionals
8. Planned Maintenance System
9. Ship's Management System per IMO mission
10. Ship's Auditing System



8.9 Recommended Elective Professional Courses/Topics for BSMarE Program

The MHEI may select any 2 courses/topics of the following recommended electives for course development and offering, but not limited to:

1. Ship Operations and Shipyard Practice
2. Ship Superintendence and Chartering Practice
3. Ship Survey and Vetting Inspection
4. Port Management and Logistics
5. Trends, Issues, and Breakthroughs in the Maritime Industry
6. Emerging Technologies in the Maritime Industry
7. Bridge Navigational Equipment for Marine Engineers
8. Data Analytics for Maritime professionals
9. Ship's Management System per IMO mission
10. Ship's Auditing System

8.10 Implementation of the new General Education Curriculum

All MHEIs shall strictly implement and abide by the guidance provided in CMO No. 20, series of 2013 entitled "General Education Curriculum: Holistic Understandings, Intellectual and Civic Competencies."

Section 9. Curriculum Design, Review, Revision and Approval

The Commission and the Maritime Administration shall conduct a regular review of the BSMT and BSMarE curricula to ensure continued compliance with the prevailing STCW standards, and other relevant international covenants and national laws and regulations, and if necessary, revise the curriculum and issue guidelines to MHEIs.

9.1 Review and Enhancement of the Curriculum by the MHEIs

The MHEIs shall also conduct a course review annually and program review on the fifth year of the implementation. When the need arises, the prescribed curriculum will be reviewed based on relevant national and international rules and statutory requirements affecting maritime education and training, as well as feedbacks from faculty members, students, school officials/personnel, end-users and other industry stakeholders. The policies and procedures to this effect shall be embodied in the MHEI's Quality Standards System.

The MHEIs may enhance their BSMT and/or BSMarE curricula according to and as suited to their own context and mission, for information of the Commission. However, changes that may affect the prescribed minimum curriculum standards shall be subject to approval by the Commission and the Maritime Administration prior to implementation.

9.2 Submission of the proposed revision of the Curriculum

Any proposed revision or enhancement that may affect the prescribed minimum curriculum standards shall be submitted in electronic and hard copies at least one year before the intended implementation to Maritime Education Section (MES), Division of Programs with International Conventions, Office of Programs and Standards Development of the Commission. The submitted proposed revision or enhancement to the curriculum shall be reviewed jointly by the Commission and the Maritime Administration for approval.



The proposed revision of the curriculum shall be supported with documentary evidence that the same is in line with and intended to enhance the standards prescribed by the STCW Convention, 1978, as amended and other international covenants and the needs of industry.

The submitted proposed revision or enhancement that affects the prescribed minimum curriculum standards shall be reviewed jointly by the Commission and the Maritime Administration for approval.

9.3 Effectivity and Implementation of an approved revised Curriculum

A revised curriculum shall take effect and be implemented on the intended year of implementation after approval by the Commission and the Maritime Administration.

Section 10. Basic Training

10.1 The Basic Training is a component of the BSMT and BSMarE programs. For this purpose, the MHEIs shall first apply and secure proper approval from the Maritime Administration to offer the said course.

10.2 In case the MHEIs cannot offer the Basic Training component to its BSMT and/or BSMarE students, the concerned MHEI shall enter into a Memorandum of Agreement (MOA) with a maritime training institution (MTI) offering an approved Basic Training course located within the region.

10.3 The concerned MHEI shall submit to the Commission the following documents as evidence of compliance with this PSG, and shall be subject to verification and monitoring:

1. Copy of the Notarized Board Resolution of the concerned MHEI;
2. Copy of the Notarized MOA;
3. Copy of Certificate of Course Approval for Basic Training from the Maritime Administration;
4. Evidence of evaluation of the MTI by the concerned MHEI showing the following:
 - a. Capacity to accommodate their students according to the prescribed course intake limitation;
 - b. Instructor-trainee ratio; and
 - c. Equipment-trainee ratio.

10.4 In case the MTI covered by the MOA is not located within the region, the concerned MHEI shall submit to the Commission the following documents, in addition to the requirements in Section 10.3.

1. A written justification for such an arrangement; and
2. Parents' consent for concerned students attending Basic Training in MTI covered by the MOA not located within the region.

10.5 The MOA mentioned in this PSG must be valid. In case of any complaint, the Commission and the Maritime Administration shall conduct a verification visit of the MHEI and training institution concerned.



- 10.6** In case the MHEI decides to enter into a MOA with another or additional MTI(s), the above regulations shall apply.
- 10.7** In case the MOA is terminated, the Commission must be immediately informed of such termination.
- 10.8** The MHEIs shall ensure proper arrangement, coordination and supervision and monitoring of the Basic Training for their students.

Article V REQUIRED RESOURCES

A distinct and separate College of Maritime Education shall be established for the operation of maritime programs. There shall be a department established for every maritime program under the College of Maritime Education.

The College of Maritime Education shall be managed by a full-time Dean to effectively carry out his/her functions and responsibilities. In case that the College of Maritime Education has only one department, the Dean may serve as department head in concurrent capacity.

Section 11. Human Resources Management

11.1 Qualifications and functions of the Dean

The Dean of the College of Maritime Education may be anyone of the following:

11.1.1 *Management Level Officer who has the following:

- a. 24 months of seagoing experience as Management Level Officer;
- b. 2 years of teaching experience;
- c. BSMT or BSMarE degree;
- d. Master's degree, preferably related to BSMT/ BSMarE program;
- e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- f. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;

11.1.2 Management Level Officer who has the following:

- a. 12 months of seagoing experience as *Management Level Officer;
- b. 3 years of teaching experience;
- c. 1 year of supervisory experience;
- d. BSMT or BSMarE degree;
- e. Master's degree preferably related to BSMT/ BSMarE program;
- f. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;



11.1.3 Management Level Officer who has the following:

- a. 24 months of seagoing experience as *Officer in Charge of a Watch;
- b. 5 years of teaching experience;
- c. 3 years of supervisory experience;
- d. BSMT or BSMarE degree;
- e. Master's degree preferably related to BSMT/ BSMarE program;
- f. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;

11.1.4 Officer in Charge of a Watch who has the following:

- a. 36 months of seagoing experience as *Officer in Charge of a Watch;
- b. 5 years of teaching experience;
- c. 3 years of supervisory experience;
- d. BSMT or BSMarE degree;
- e. Master's degree preferably related to BSMT/ BSMarE program;
- f. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

Note:

Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

11.2 Qualifications and functions of the Department Chair/Head

The Marine Transportation Department under the College of Maritime Education shall be supervised by a Department Chair/Head who shall have the following qualifications:

11.2.1 Management Level Officer who has the following:

- a. 12 months of seagoing experience as *Management Level Officer;
- b. 3 years of teaching experience;
- c. BSMT degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and
- e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;

OR

11.2.2 Management Level Officer who has the following

- a. 24 months of seagoing experience as **Officer in Charge of a Watch;



- b. 4 years of teaching experience;
- c. 1 year of supervisory experience;
- d. BSMT degree;
- e. Master's degree preferably related to BSMT/ BSMarE program;
- f. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and
- g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

Note:

Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

The Marine Engineering Department under the College of Maritime Education shall be administered by a Department Chair/Head who shall have the following qualifications:

11.2.3 Management Level Officer who has the following:

- a. 12 months of seagoing experience as *Management Level Officer;
- b. 3 years of teaching experience;
- c. BSMarE degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and
- e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;

OR

11.2.4 Management Level Officer who has the following:

- a. 24 months of seagoing experience as **Officer in Charge of a Watch;
- b. 4 years of teaching experience;
- c. 1 year of supervisory experience;
- d. BSMarE degree;
- e. Master's degree preferably related to BSMT/ BSMarE program;
- f. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and
- g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

Note.

Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer



11.3 Qualifications and functions of Faculty Teaching Professional Courses

11.3.1 Faculty teaching professional courses in BSMT shall have the following qualifications:

- a. **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- b. 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- c. preferably with teaching experience;
- d. BSMT degree;
- e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- f. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

Note:

** Third Officer or Second Officer

11.3.2 Faculty teaching professional courses in BSMarE shall have the following qualifications:

- a. **Officer in Charge of a Watch on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more;
- b. 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- c. preferably with teaching experience;
- d. BSMarE degree;
- e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- f. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

Note:

** Fourth Engineer or Third Engineer

11.3.3 Professional courses in BSMT which cover topics relating to KUPs in the management level deck shall be taught by management level deck officer with the following professional and academic qualifications:

- a. 12 months of seagoing experience as *Master or Chief Mate on seagoing ship of 500 GT or more;
- b. preferably with teaching experience;
- c. BSMT degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

11.3.4 Professional courses in BSMarE which cover topics relating to KUPs in the management level engine shall be taught by management level engineer officer or allied faculty with the following professional and academic qualifications:

- a. **Chief Engineer Officer or Second Engineer Officer on seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;
- b. preferably with teaching experience;
- c. BSMarE degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;
- e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.

11.3.5 In addition to the qualification requirements for Faculty members teaching Professional Courses in the preceding sections/sub-sections, faculty members teaching courses involving the use of simulators shall have:

- a. completed the "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10) or its equivalent as approved by the Maritime Administration;
- b. gained practical operational experience on the particular type of simulators being used by the Concerned MHEI; and
- c. completed transfer of technology training provided by the simulator supplier.

The Concerned MHEI shall comply with the requirement under paragraph [b] above by having a quality assurance process in its QSS to ensure that such faculty shall have gained practical operation experience on the use of the particular type of simulator of the Institution. The compliance and implementation of such process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration.

11.4 Qualifications and functions of Faculty Teaching General Education Courses

Faculty members teaching General Education Courses shall be holders of appropriate Master's degree in his/her field of specialization.

Faculty members teaching PE courses shall be holders of a Bachelor's degree in PE or Bachelor of Science in Education with major or minor in PE, or any other bachelor's degree with certificate in PE.

11.5 Qualifications and functions of Faculty Members from Allied Fields Teaching Professional Courses (e.g., meteorology, maritime law, ICT, Electro 1, 2, hydromechanics, thermodynamics, drawing, other courses as may be identified in the course package)



Registered professionals holding a Bachelor's degree in the allied fields as mentioned in Section 4.5, valid professional license, with a Master's degree, and at least one (1) year of professional or teaching experience may be allowed to teach the professional courses.

Additional faculty requirements and qualifications shall be provided for in the specific course packages.

11.6 Qualifications and functions of Academic Support Personnel

11.6.1 Academic Support Personnel particularly those assigned in the laboratory must have the appropriate training on laboratory supervision and safety.

11.6.2 Laboratory safety is the responsibility of the institution. As such, the institution shall be responsible in ensuring the proper use and maintenance, and keeping its laboratories free from dangers and hazards. The following must be observed:

1. All laboratory activities shall be properly and adequately supervised by a faculty member;
2. Students shall not be allowed to work inside the laboratories unsupervised; and
3. Each department with laboratory/ies shall have full-time laboratory technician/s with first aid training to assist instructors and maintain laboratory facilities.

11.6.3 Records of usage of laboratory equipment shall be retained as per quality standards system of the MHEI and a planned maintenance system shall be established under the QSS of the MHEI.

11.7 Qualifications and functions of Assessors

11.7.1 The MHEIs shall ensure that the summative assessment is conducted by a designated Assessor or his delegated Instructor with Assessor's training for courses/classes not assigned to him for teaching with the following qualifications:

- a. have an appropriate level of knowledge and understanding of the competence to be assessed;
- b. be qualified in the task for which the assessment is being made;
- c. have undergone training in:
 - "Training Course for Instructors" (IMO Model Course 6.09)
 - "Assessment, Examination and Certification of Seafarers" (IMO Model Course 3.12); and
 - "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10), or an approved training course for Simulator Instructors and Assessors by the Maritime Administration for those assessing competence using simulators;
- d. gained practical experience as assistant to an experienced assessor for at least one semester; and



- e. gained practical assessment experience on the particular type of simulator of the Institution under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators.

11.7.2 For purposes of the required practical assessment experience, the concerned MHEI shall have a quality assurance process in its QSS to ensure that such Assessors shall have gained the necessary practical assessment experience involving the use of simulators. The compliance and implementation of such process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration

11.7.3 The following tasks shall be performed by the designated Assessor:

- a. Spearhead the design, development and enhancement of assessment tools;
- b. Ensure reliability and validity of assessment tools; and
- c. Administer the conduct of examination/assessment

11.8 Teaching Load

The Dean and the Department Chair/Head may be allowed to handle a maximum teaching load of not more than 12 hours a week provided that their primary duties and responsibilities are not neglected.

A full-time faculty may be allowed a maximum teaching load of 30 contact hours per week. However, a faculty member with a documented Very Satisfactory teaching performance may be allowed to handle additional six (6) hours per week.

11.9 Faculty Performance Evaluation

MHEI shall ensure that it has a faculty evaluation system involving students, self-evaluation, and supervisor covered by its QSS.

MHEIs shall have a quality assurance mechanism and process which ensures that:

- a. Faculty for professional courses should be evaluated per course and should pass the lead instructor's evaluation;
- b. Newly-hired faculty for professional courses with teaching experience from other MHEIs shall undergo assessment and evaluation (describe in their QSS);
- c. Newly-hired faculty for professional courses without teaching experience shall be under the guidance and supervision of a qualified and experienced faculty member for at least one (1) semester. During the said period, the performance of the said faculty shall be evaluated by the designated faculty mentor to determine his/her readiness to handle the class by himself/herself.

11.10 Faculty Development

MHEIs shall develop and implement a system of faculty development for professional advancement of the faculty members.



Article VI
STANDARDS, TEACHING METHODS AND MEDIA OF DELIVERY

Section 12. Standards of Competence

- 12.1** MHEIs authorized to offer BSMT program shall ensure that every student thereof shall have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in Sections A-II/1 of the STCW Code for certification as Officer in Charge of a Navigational Watch serving on a seagoing ship of 500 gross tonnage or more.
- 12.2** MHEIs authorized to offer BSMarE program shall ensure that every student thereof shall have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in Section A-III/1 of the STCW Code for certification as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more.

Section 13. Course Delivery (Teaching and Learning Activities)

The MHEI shall follow and adhere to the prescribed course package to ensure the attainment of course outcomes.

The delivery for BSMT or BSMarE program commences by conveying the required knowledge, understanding, skills and competences that the students must acquire and demonstrate at the end of the program. The MHEIs shall follow and adhere to the prescribed structure, teaching methods and media of delivery, learning activities, assessments, and ensure the provision and availability of necessary facilities, equipment and other instructional support to ensure the attainment of the intended learning outcomes and the achievement of the prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants.

The MHEI shall ensure sufficiency and appropriateness of practical exercises and assessment of a course based on the learning outcomes and ensure that all learning outcomes requiring practical exercises are attained by the students, subject to evaluation, inspection, verification and monitoring by the Inspection Team organized by CHED and MARINA.

Moreover, the MHEIs shall ensure that the elements in the design, review and verification, validation and approval of practical/simulator exercises in the course packages are complied with.

The teaching-learning process shall be interactive, participatory, collaborative and experiential emphasizing the connection between and among courses to achieve a seamless integration towards holistic learning.

The following teaching and learning activities may be utilized in the course delivery, but not limited to:

1. Peer/Team Teaching
2. Film/Video Viewing
3. Interactive Learning



4. Reporting
5. Brainstorming
6. Class Discussion (Question and Answer Technique)
7. Panel Discussion
8. Focused Group Discussion
9. Workshop Activity
10. Buzz Session
11. Concept/Mind Mapping
12. Gallery Walk
13. Research Project
14. Seminar/Symposium
15. Debate
16. Study Tour
17. Other Educational Technologies

Section 14. Education and training shall be administered, monitored and supervised in accordance with the established policies and procedures, prescribed minimum requirements on the structure of the programs, teaching methods and media of delivery, learning activities, assessments, and ensure the provision and availability of necessary course materials, facilities, equipment and other instructional support to ensure the attainment of the intended learning outcomes and the achievement of the prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants.

Section 15. Consistent with outcomes-based education approach which allows flexibility for the MHEIs to employ various means of delivery and as far as practicable, institutions shall deliver the programs, including the plan and media of delivery, in accordance with the relevant Policies, Standards and Guidelines promulgated by the Commission on Higher Education, in coordination with the MARINA, on Flexible Learning.

Article VII

EXAMINATION AND ASSESSMENT SYSTEM

Section 16. The MHEIs shall design and develop, review and verify, validate and approve their theoretical and practical assessment tools for all Course Outcomes defined in the course specifications.

Section 17. Education and training of students shall be examined and assessed by the MHEI's Assessor and/or his designated invigilators duly approved by the Dean.

Section 18. MHEIs shall establish a structured examination and assessment system in accordance with Annex G (Part E: Course Outcome Assessment) of this Joint Circular.

Section 19. The policies and procedures for examination and assessment system shall form part of the quality standards system to ensure their suitability for the specified training objectives and shall include valid and explicit performance and assessment criteria to enable objective, uniform and reliable measurement and evaluation of the achievement of the competence standards.



Section 20. Recording

Records of practical exercises and assessment shall be retained for a period of at least three (3) years and should be incorporated in the quality standards system of the MHEI to include, among others, maintenance of records on the finished product or output from practical laboratory activities.

Section 21. Comprehensive Examination prior to Conferment of the Degree

Every BSMT or BSMarE student shall be required to pass an assessment of competence acquired prior to conferment of the degree.

Section 22. Conferment of the Degree

22.1 The conferment of BSMT or BSMarE degree requires the following:

- a. Completion of academic and other institutional requirements;
- b. Completion of the required OBT in accordance with this PSG and the STCW Convention, 1978, as amended; and
- c. Passing the comprehensive examination prior to conferment of the Degree.

Article VIII**FACILITIES AND EQUIPMENT FOR EDUCATION AND TRAINING**

Section 23. The MHEI shall ensure that all required equipment are available to serve their purpose for the course delivery and assessment.

Section 24. Institutional Sites and Buildings

An applicant HEI shall own its institutional sites and buildings to conform with this PSG while existing MHEIs shall be given a transition period of ten (10) years only to own their institutional sites and buildings.

The institutional sites and buildings shall be designed and constructed in conformity with the Fire Code and the National Building Code of the Philippines and city/provincial ordinances. School buildings must be equipped with adequate equipment, safety measures and procedures following paragraphs 2, 3, 4 and 5 of Section 26 of CMO No. 40, series of 2008.

Site/Building/Room Requirements shall include the following:

- a. Institutional site/lot
- b. Athletic field and/or gymnasium
- c. Administrative Offices (General or Executive Office, Accounting, National Service Training Program (NSTP), Guidance, Placement office and other offices)
- d. Medical and dental clinic
- e. Toilets/Comfort Rooms
- f. Canteen/cafeteria
- g. Faculty room
- h. Student lounge
- i. Library room
- j. Laboratory room
- k. Tool room



- l. OBT Office
- m. Research and Extension Office
- n. Adequate facilities for swimming or MOA with service providers

Section 25. Classroom

The standard classroom size shall be a minimum of 48 square meters, no side of which shall be less than 6 meters. Classrooms must be well-lighted and well-ventilated and shall contain the necessary equipment and furniture such as but not limited to: chairs, instructor's podium, multimedia and black/white boards.

Section 26. Library Standards

Library personnel, facilities and holdings shall conform to existing CHED requirements for libraries which are embodied in a separate CHED issuance. The library must maintain a collection of updated and appropriate/suitable textbooks and references used for the core courses in the curriculum. Library resources should complement curriculum delivery to optimize the achievement of the program outcomes for the BSMT and BSMarE programs

Section 27. Carrying Capacity

The student intake limitations shall be in accordance with the carrying capacity of MHEIs.

To establish the MHEI's student intake limitation/s, MHEIs shall submit to CHED OPSD, copy furnished MARINA STCW Office, the duly accomplished and notarized carrying capacity forms (Forms 1 to 4) as reflected in Annex I to this JCMMC two months before the start of the academic year. Thereafter, no changes on the carrying capacity shall be allowed.

All students in laboratory class shall be performing laboratory activities as scheduled following the student to equipment ratio verifiable on records.

All MHEIs shall ensure that the facilities and equipment as prescribed by this Circular are complete and available to meet the student to equipment ratio, subject to periodic monitoring.

All MHEIs shall ensure that the number of students shall comply with the equipment carrying capacity based on the specific course packages.

Section 28. Laboratories

- 28.1** Laboratory rooms shall allow space appropriate to the size of the equipment and the number of students. It should be well-ventilated and well-lighted, contain the specific laboratory equipment and, where appropriate, adequate water supply is provided. The following laboratory rooms shall be made available:

28.1.1 For BSMT program

- a. Chart plotting room
- b. Bridge simulator covering RADAR-ARPA and ECDIS
- c. Seamanship
- d. GMDSS (Optional)

28.1.2 For BSMarE program

- a. Engine Simulator
- b. Machinery Room that can house the marine engine, refrigeration, electrical equipment, etc.



28.2 Laboratory Equipment

All laboratory equipment contained in the approved Course Specifications shall be owned by the institution and located within the institutional site. There shall be sufficient number of equipment, machinery, apparatus, supplies, tools and other materials, accessories and consumables.

28.3 The institution shall provide the necessary audiovisual room and facilities with appropriate equipment in support of the teaching-learning process such as video, sound system, multi-media projectors, and others.

28.4 "Sufficient and appropriate" means that the number of such teaching aids and equipment shall be proportionate and adequate to the number of students enrolled in a particular course based on the carrying capacity requirement of this PSG so as to ensure their sufficient exposure to the equipment and attainment of the required outcomes.

Section 29. Standards Governing the Simulators

All MHEIs offering or intending to offer the BSMT and/or BSMarE programs shall provide for their own simulator equipment required under this PSG. Such equipment shall comply with the standards as prescribed in accordance with Regulation 1/12, and Section A-1/12 of the STCW Convention, 1978, as amended.

Article IX ONBOARD TRAINING

Section 30. Onboard Training (OBT) is an integral component of the baccalaureate maritime education degree programs. It is a pre-requisite for the assessment of competence required for certification as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more under Regulation II/1 and as Officer in Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more under Regulation III/1 of the STCW Convention, 1978, as amended. The completion of OBT is a requirement for the conferment of the degree in BSMT or BSMarE.

Section 31. The Onboard Training and Assessment of students shall be administered, monitored and supervised by the Onboard Training Supervisor with the provisions of Annex H, "Revised Guidelines on the Implementation of Onboard Training Requirement", which is an integral part of this joint circular.

Section 32. The policies and procedures for the administration, monitoring, supervision and assessment of Onboard Training shall form part of the quality standards system of maritime higher education institutions.

Section 33. Compliance with Deployment Rate Requirements

The compliance of MHEIs with the deployment rate requirements shall be determined by computing the percentage of OBT deployment based on the total number of students who completed the classroom instruction (CCI) for OBT in a particular class. Provided that,



students who opted not to pursue or undertake the required OBT for whatever reason, shall not be included in the computation of the percentage of deployment. Provided further that, such students shall be required to execute a duly notarized Affidavit of Undertaking stating clearly the reason(s) for not pursuing such requirement. Provided finally that, the notarized Affidavit of Undertaking shall be presented during inspection and/or monitoring activities conducted by the Maritime Administration and the Commission.

For this purpose, MHEIs shall comply with the minimum required deployment percentage as follows:

| Basis for Percentage Computation | Academic Year (AY) of Implementation |
|---|--|
| Number of students who Completed the Classroom Instruction (CCI) for OBT in a particular class prior to the Academic Year of implementation | Not less than <u>80%</u> of CCI for AY 2022-2023 onwards |

The minimum required deployment percentage above shall be complied with within a maximum period of eighteen (18) months from the completion of classroom instruction for OBT.

Section 34. Philippine-registered ships plying the domestic route shall be required to secure accreditation from the Maritime Administration prior to accommodating students for OBT

Section 35. The revised guidelines on the implementation of OBT requirement under the BSMT and BSMarE programs and for purposes of qualification towards the issuance of Certificate of Competency (COC) as Officer in Charge of a Navigational Watch and Officer in Charge of an Engineering Watch, respectively, under the STCW Convention, 1978, as amended, are provided in Annex H including Workshop Skills Training.

Article X STUDENT ADMISSION AND RETENTION

Section 36. Student General Admission Requirements

MHEI shall only accept students based on their respective carrying capacities, taking into account the number of facilities and equipment they own and faculty to student ratio. Students intending to enroll in the BSMT or BSMarE program shall comply with the minimum requirements for admission as follows:

36.1 Academic Qualifications:

- a. Senior High School graduate;
- 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);



36.2 Student Admission

The following shall be eligible for admission to the BSMT and BSMarE programs:

- a. A student who graduated from the secondary level of education, subject to satisfaction of the following requirements of the admitting institution:
 - IQ Test;
 - Aptitude Test;
 - Personality Test;
 - Math, Science and English Tests; and
 - Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner.
- 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 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner;
- 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:
 - Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner; - adopt PEME format
 - Pass the written and practical assessment of prior learning (professional courses); retake failed courses in written and practical assessment
- 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; and
- e. A student coming from outside the country must be evaluated in accordance with existing statutory and regulatory requirements prior to admission.

Assessment tool to be developed by accepting MHEI guided by procedures as stipulated in Annex G of this PSG.

Section 37. Physical and medical fitness requirements

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:

- a. 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;
- b. demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms;
- c. 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;
- d. not suffering from any medical condition likely to be aggravated by service at sea or to render the student unfit for such service; and



- e. adhere to the minimum in-service eyesight standards set out in Table A-1/9.

If the admission policy of the institution is above the minimum requirements provided under this Circular, the policy of the institution shall prevail.

Section 38. Student General Retention Requirements

- 38.1** MHEIs shall establish a student retention policy duly documented in their respective Quality Standard Systems to be submitted to the CHED Regional Office concerned, stipulating thereof stricter retention policies, such as the implementation of specific General Weighted Average to be maintained in order to be promoted to the succeeding year level;
- 38.2** 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, subject to compliance with retention policies of the institution, without 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:
 - 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
- 38.3** In case of transfer of a student, MHEIs shall strictly observe the provisions under Sections 95 and 96 of CMO 40, series of 2008.
- 38.4** The OBT shall not be considered as substitute to the one-year residency requirement in an MHEI for graduation.

Section 39. Guidance System

Every MHEI shall establish a guidance system that will monitor the progress of the student's scholastic performance and personality development.

Section 40. Grading System

40.1 Bases for Grading

- 1. The final grade or rating given to a student shall be based solely on scholastic performance in any course/subject. 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 for any course shall be automatically dropped from the rolls of enrollees in the course.
- 2. MHEIs shall ensure that all course outcomes shall be assessed and passed with more weight given to the indicators of assessment standard.



3. Any grade given to a student may be appealed in accordance with institutional academic processes.
4. Scholastic performance shall be measured and demonstrated by one or more of the following:
 - a. Lecture Component
 - Written Examinations
 - Oral Examinations
 - Research works
 - Outputs such as project, portfolio, and others
 - b. Laboratory Component
 - Scientific and Technical Experiments
 - Demonstration of competences acquired

40.2 Requirements for Grading

The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:

1. No provisional, conditional or temporary grade for any curricular or component course shall be given to a student.
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 remain for more than one (1) academic year.
3. The institution shall set its own passing standard, which may not be lower than 50th 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.
4. The transmutation of grades shall not be allowed.

40.3 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:

40.3.1 Requirements for promotion

For purposes of granting the corresponding credit units towards the completion of a course from a BSMT or BSMarE program, the student shall:

1. be enrolled in the course under the program;
2. have complied with institutional policies and requirements;

3. have demonstrated the required course outcomes as specified in the course specifications; and
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.

40.3.2 Requirements for Graduation

For purposes of granting the BSMT or BSMarE degree, the student shall:

1. have completed classroom instruction;
2. have completed Onboard Training and complied with pertinent validation and assessments;
3. passed the comprehensive examination; and
4. complied with institutional policies and requirements.

Article XI QUALITY STANDARDS SYSTEM

Section 41. The Purpose of Quality Standards System

Consistent with the provision of STCW Regulation I/8, a documented Quality Standards System shall define the maritime education and training (MET) standards that the institution intends to establish, implement, monitor and ensure the attainment of the STCW competence standards.

Section 42. Key Elements of QSS for Maritime Higher Education

42.1 In applying quality standards for the education and training of students, MHEIs shall premise their quality standards system on the Administration's template and shall incorporate the following key elements, but not limited to:

1. an expressed commitment by the institution to follow statutory and regulatory issuances;
2. an expressed policy regarding quality and the means by which such policy is to be implemented;
3. a quality system incorporating the organizational structure, responsibilities;
4. procedures, processes, and resources necessary for quality management;
5. the operational techniques and activities to ensure quality control;
6. systematic monitoring arrangements, including internal quality-assurance;
7. evaluations, to ensure that all defined objectives are being achieved; and
8. arrangements for periodic external quality evaluations; and
9. documented information relating to student's performance shall be retained for at least three (3) years.

MHEIs shall ensure that all the elements of these policies, standards, and guidelines are adopted in their QSS.



- 42.2** In addition, the quality standards system of MHEIs shall cover the following policies and procedures:
1. program and course, design, development, review, verification, validation and approval
 2. staff recruitment, training, qualifications, functions, development, appraisal and promotion; There shall be faculty manual containing information and policies on:
 - a. Hiring, retention, promotion and separation;
 - b. Functions and responsibilities;
 - c. Ranking system;
 - d. Evaluation;
 - e. Salary rates;
 - f. Faculty benefits; and
 - g. Code of conduct/ethical standards.
 3. administration, monitoring, supervision of education and training
 4. examination and assessment system, including appeals, resits, and remediation;
 5. facilities and equipment for education and training;
 6. student admission and retention;
 7. systematic monitoring of the scholastic performance which measures the demonstration of acquisition of the course outcomes;
 8. Policy on attendance and observance of holidays and unannounced holidays including remediation and make-up classes;
 9. onboard training;
 10. feedback from students and from industry;
 11. staff involvement in research and development;
 12. Use and maintenance of equipment and facilities for education and training;
 13. the need to retain and maintain, for at least three (3) years, documented information which may include documents, photos, audio and video recording and any other similar information to demonstrate the delivery and conduct of approved classrooms/laboratory activities and that the learners perform the course outcomes.
 14. Policy and procedure on the standard carrying capacity computation signed by the Head of Department and the Dean. The carrying capacity computation based on the standard will be the basis of their registrar on the maximum number of students to be enrolled. Additionally, MHEIs shall include in the policy and procedure the computation of carrying capacity using carrying capacity forms and the provision on equipment to student ratio which shall ensure that students are given sufficient time allocated for the operation of equipment or simulators for training or assessment.
 15. Policy and procedure on the design and development, review and verification, validation and approval of laboratory equipment/simulator exercises and assessment.
 16. Policy and procedure on records keeping of the evidences/records that will demonstrate that the laboratory equipment/simulator practical exercises and assessments have been implemented.



17. Policy and procedure to require students who transferred from one MHEI to another due to programme closure or lack of approval to follow the programme without gaps in their training to ensure that all students had met all the programme requirements by requiring the accepting MHEIs to evaluate the curriculum where the students came from against their own to establish any gap and use as basis of any additional training, to bring them up to the level of the program requirements.
18. A description and inventory of education and training facilities and equipment, including any agreements with service providers for Basic Training, swimming pool, gymnasium.
19. The MHEI shall ensure that the information related to the following shall be included in the Transcript of Records issued to students shall have the following items, but not be limited to:
 - Name of the Ship
 - Ship's Flag or Registry
 - Ship's GT (500 GT or above) or kW (750 kW or above)
 - Duration of the On-board Training (Dates of embarkation and disembarkation)
20. Policy and procedure on the verification and evaluation/ assessment of the satisfactory completion of the OBT and the six months watchkeeping duties.
21. Continual Improvement- Specific requirements, provisions, policies pertaining to audit and effecting any changes to ensure improvement of the system.

Article XII RESEARCH AND EXTENSION

Section 43. Integration of Research and Extension

In accordance with the trifold functions of higher education on instruction, research and extension, the faculty of MHEIs are encouraged to pursue research and extension activities. Students as well may also be provided opportunities for them to do research as may be relevant to their projects and activities (e.g. formulation of a navigation plan; formulation of a plan for the management of a marine environment, among others).

Article XIII COMPLIANCE OF HEIs

Section 44. Using the CHED Implementation Handbook for OBE and ISA as reference, a HEI shall develop the following items which will be submitted to the Commission when they apply for a permit for a new program:

1. A complete set of institutional and program outcomes, including its proposed additional program outcomes.
2. Proposed curriculum, and its justification, including a curriculum map.
3. Proposed performance indicators for each outcome. Proposed measurement system for the level of attainment of each indicator.



4. Proposed outcomes-based syllabus for each course, arranged in sequence following the curriculum matrix.
5. Administration, faculty, and staff profile with supporting documents.
6. Teaching assignments vis-à-vis faculty qualifications per term.
7. List of library, laboratory, and classroom facilities and equipment, with supporting documents.
8. List of available support services, with supporting documents.
9. Proposed system of program assessment and evaluation.
10. Proposed system of Program assessment and evaluation
11. Proposed system of program Continuous Quality Improvement (CQI).

Article XIV

EVALUATION, INSPECTION AND MONITORING

All MHEI will be subjected to regular Monitoring to assess the performance of an ongoing program. Further a regular Inspection and Evaluation shall be conducted in case a newly developed curriculum will be implemented to assess the readiness of the MHEI to implement the same.

The official result of: 1. inspection and evaluation activity; and 2. monitoring activity, with the corresponding recommendation of MARINA, through the Executive Director of the STCW Office, if any, shall be processed by the Joint CHED-MARINA Secretariat to be created and convened for such purpose.

Evaluation and inspection of applications shall be jointly conducted by CHED and MARINA following the procedures laid down in the Joint CHED-MARINA Circular issued for the purpose.

Similarly, the monitoring of existing programs shall be jointly conducted by CHED and MARINA, without prejudice to CHED commissioning a third-party auditing or accrediting body to conduct, for and its behalf an independent monitoring activity, the results of which may serve as a basis in the imposition of sanctions for findings of non-compliance.

Section 45. Category of Monitoring Findings

The monitoring finding of the Joint CHED MARINA monitoring team shall be graded according to the following categories as defined in this Joint Circular.

- Non-compliance refers to a deficiency or failure to maintain compliance with prescribed standards and requirements or a deviation from standards, processes and procedures, substantiated by objective evidence, that leads to failure in achieving defined program objectives and outcomes
- Opportunity for Improvement (OFI) refers to a process, activity or document that is currently conforming, that may if not improved, result in nonconforming system or service

The Joint CHED-MARINA Monitoring Team may also cite in their respective reports positive feedback found during the monitoring activity such as those considered as Noteworthy Effort of the MHEI.



Section 46. Sanctions with respect to Non-compliance/s as a result of monitoring

46.1 Non-compliance with the provisions of this PSG, after due process, shall make it imperative for the Commission en Banc to impose sanctions upon the recommendation of the Technical Panel for Maritime Education.

46.2 The sanctions for MHEIs offering the BSMT and/or BSMarE programs shall be based on the outcome of the monitoring visits or institutional performance in the following different key areas of evaluation, thus:

- a. Program and Course Design, Review and Approval;
- b. Required Resources;
- c. Standards, Teaching Methods and Media of Delivery;
- d. Examination and Assessment System;
- e. Facilities and Equipment for Education and Training;
- f. Onboard Training;
- g. Student Admission and Retention;
- h. Quality Standards System;

| Basis for Sanction | First Visit (Regular Monitoring) | Second Visit (Follow-up Verification) |
|---|---|--|
| Non-compliance with program requirements, other than OBT Deployment | Warning and Order for Rectification of a Non-compliance finding to be issued by the Commission upon recommendation by the Maritime Administration | Closure of the program in case of failure to rectify any Non-compliance finding upon recommendation by the Maritime Administration |

Section 47. Sanctions with respect to MHEI's Performance in the Deployment of Students for OBT

| Basis for Sanction | First Visit (Regular Monitoring) | Second Visit (Follow-up Verification) |
|---|---|---|
| Failure to meet the required deployment percentage based on the update reference Article IX | Warning to be issued by the Commission upon recommendation by the Maritime Administration | Limited intake of freshmen students for failure to meet the required deployment percentage. The limit will be based on actual deployment during the immediately preceding Academic Year or carrying capacity based on facility/equipment to student ratio, whichever is lower |

Section 48. Sanctions with respect to MHEI's Performance in licensure examination

The performance of MHEIs shall be jointly evaluated by the Commission and Maritime Administration, which shall be measured based on the minimum passing percentage in the assessment of competence. The result of such evaluation shall be used as basis for possible withdrawal of government recognition of the BSMT/BSMarE programs.

Section 49. Due Process

In all matters that may result in the imposition of any sanction or penalty to a higher education institution, or to any personnel or student, administrative due process shall in all instances be observed.

Section 50. Closure of Program

1. Based on the results of the monitoring activity, the MARINA through the Executive Director of STCW Office shall endorse the same to the CHED OPSD for appropriate action.
2. Upon receipt of the endorsement from the Executive Director of MARINA STCW Office, the CHED OPSD shall immediately forward the records to the Technical Panel for Maritime Education (TPME) for its consideration.
3. The TPME, upon determination on the sufficient basis for the issuance of Show Cause Order against MHEI, shall submit its recommendation to the CHED Office of the Executive Director for the issuance of the Show Cause Order. The Show Cause Order will direct the MHEI to submit an answer within fifteen (15) days from receipt of the Order and to show cause why no administrative sanction/s shall be imposed against it.
4. The CHED Legal Service shall resolve the case within fifteen (15) days from receipt of the answer or after the lapse of the period to file an answer. The CHED Legal Service shall submit its recommendation to the TPME through the CHED OPSD.
5. The TPME shall endorse to the CHED en Banc the results of its evaluation based on the draft decision and recommendation of the CHED Legal Service.
6. The Commission en Banc shall issue a Closure Order or Closure through Phase-Out Order upon finding cause for issuance of the same against an MHEI found in violation of this PSG after due process.

Execution of the Decision of the Commission. The decision of the Commission shall be immediately executory after fifteen (15) days from receipt thereof, unless a motion for reconsideration is seasonably filed, in which case the execution of the decision shall be held in abeyance until the motion for reconsideration is resolved.

Motion for Reconsideration. A motion for reconsideration shall be filed with the Commission within fifteen (15) days from receipt of the decision on the basis of any of the following grounds:

- a. Newly discovered evidence which materially effects the order, directive or decision; or
- b. Grave errors of facts or law or serious irregularities have been committed prejudicial to the interest of the MHEI.



The Motion for Reconsideration shall be reviewed by the CHED Legal Service and shall submit its recommendation to the Commission en Banc within fifteen (15) days from receipt of the Motion and all its supporting documents.

Only one motion for reconsideration shall be allowed. Motion for Reconsideration filed beyond the reglementary period shall not be entertained and the decision shall become final and executory.

Effect of the Closure Order. In case of immediate closure, the Order must indicate that the permit or recognition of the program is automatically revoked upon service of the Closure Order, except when a motion for reconsideration is seasonably filed. **The MHEI with a Closure Order is prohibited from applying for new permit on the program/s subject of the Order within one (1) year from the effectivity of the said Order.**

In case of Closure through phase-out, the Order must indicate the phase-out period and a directive that on the last day of the phase-out period the permit or recognition of the program is automatically revoked. **The MHEI with a Closure through Phase-Out Order is prohibited from applying for new permit on the program/s subject of the Order during the Phase-out Period.**

Effect of Pendency of Appeal, Petition for Review/Certiorari with the Court. The filing and pendency of a Petition for Review with the Court of Appeals or Certiorari with the Supreme Court shall not stop the execution of the decision of the Commission unless the Court issues a Restraining Order or an Injunction.

Section 51. Implementation of Closure

51.1. MHEI's Responsibility

MHEIs issued Phase Out Orders. MHEIs that failed to demonstrate and provide evidence of compliance or maintaining compliance with the requirements for the operation of the BSMT and/or BSMarE programs shall be subjected to closure proceedings. Upon finality and effectivity of the order implementing the closure, the concerned MHEI shall:

1. take full accountability and responsibility of any adverse effect to the students affected by such closure without prejudice to any civil and criminal liability under existing laws;
2. inform the affected students of the closure and shall advise to immediately report to the concerned CHED Regional Office;
3. remain obligated to furnish the necessary credentials and records to students affected by the closure and cause the preservation of all academic records of students by submitting electronic copies of the same to the CHED Regional Office (CHEDRO) concerned; and
4. submit to the CHED Regional Office, copy furnished the MARINA Regional Office the number, names, and other pertinent information on affected students in each year level, including the institutions which accepted them.

51.2. Accepting MHEIs

MHEIs accepting student transferees from institutions which are issued phase out orders shall ensure compliance with the provisions of this section:



1. establish a quality policy for the admission and retention of students, as stipulated in the relevant provisions for Admission and Retention of Students in this circular;
2. coordinate and cooperate with the CHEDRO and MHEI concerned to facilitate the transfer and enrolment of affected students;
3. submit to CHED Regional Office, copy furnished the MARINA Regional Office, a report demonstrating compliance with the prescribed absorptive capacity including the capacity to comply with the required percentage of onboard training deployment; and
4. submit to the CHED Regional Office, copy furnished the MARINA Regional Office, relevant information of students admitted to the maritime education programs such as the number, names, and other pertinent details on affected students in each year level.

The maximum Teaching Load for faculty teaching students affected by closure shall be as follows:

| Enrolled Transferees | Maximum Teaching Load per Week |
|-----------------------------|---------------------------------------|
| 20-80 students | 36 hours |
| 81-160 students | 40 hours |
| 161-320 students | 44 hours |

Deployment of transferred third year level students affected by closure to another recognized MHEI shall be as follows:

| Enrolled Transferees | OBT Deployment Percentage (60%) | OBT Deployment Percentage (80%) |
|-----------------------------|--|--|
| 20-80 students | 55% | 75% |
| 81-160 students | 50% | 70% |
| 161-320 students | 45% | 60% |

The accepting institution shall credit courses taken based on Article X (Student Admission and Retention).

Further, students who transferred from one MHEI to another due to program closure or lack of approval shall be required to follow the program without gaps in their training. To ensure that students concerned met all the program requirements, the accepting MHEIs shall evaluate the curriculum where the students came from against their own to establish any gap and use it as basis of any additional training, if any.

51.3. CHEDROs' Responsibilities

Upon receipt of the implementing order of the CEB, the CHED Regional Office concerned shall convene the concerned MHEI, other MHEIs in the area, MARINA Regional Office and representative of the students affected, to discuss the exit plan detailing the program of assistance, as provided in this circular.

The CHEDRO shall:

1. inform the affected students and parents of the status of the maritime education program and the assistance hereunder provided, through any reasonable means available;
2. issue the necessary endorsement of the affected students to other recognized MHEIs that shall accept the students based on the requirements of this circular and assist in the release of the students' credentials from the concerned MHEI;
3. advise the students concerned which courses of actions are suitable for each case, such as:
 - a. third year students who have completed the Classroom Instruction – to decide whether they will continue to pursue the maritime program or other programs;
 - b. students who will pursue the BSMT or BSMarE per existing PSG – to transfer to a recognized MHEI;
 - c. students who are currently undergoing onboard training or have completed onboard training for the BSMT or BSMarE programs – to report to the concerned CHEDRO so they can be assisted in transferring to other recognized MHEIs for graduation, subject to the Admission and Retention policies as provided in this circular.
4. immediately provide a report to the Commission as to the number, names, and other pertinent details of the affected students at each year level and the exit plan.
5. recommend to the Commission other measures whenever necessary, such as when the transfer of students is not feasible in cases of program closure of MHEIs in regional jurisdictions with few MHEIs.

Section 52. Illegal or unauthorized operation of BSMT/BSMarE programs

Graduates and/or students of unauthorized or non-recognized BSMT or BSMarE program shall not be accepted by the Maritime Administration to take the assessment of competence for certification as Officer-in-charge of a Navigational Watch or Officer-in-charge of an Engineering Watch. Without prejudice of the filing of any civil and criminal liabilities, institutions which have operated without authorization/permit shall take full accountability and responsibility over their students and shall return all amount paid by affected students.

Section 53. Non-applicability of Section 56, paragraph 4, sub-paragraph 1 of CMO 40, Series of 2008

The provisions under Section 56, paragraph 4, sub-paragraph 1 of CMO 40, Series of 2008 which states that "applications for permit not disapproved within the above-prescribed period (February 28), are deemed approved" shall not apply in so far as the grant of Permit or Recognition for BSMT and/or BSMarE programs is concerned.



Applications for permit to operate maritime programs shall only be in accordance with the policies standards and guidelines as provided in this joint CHED-MARINA Memorandum Circular.

Section 54. Non-applicability of Certain Benefits of Autonomous or Deregulated Status

All MHEIs with autonomous or deregulated status shall enjoy all the benefits appurtenant thereto, except for the following:

1. Exemption from the issuance of Special Order (SO) for their graduates of BSMT or BSMarE programs;
2. Free from regular monitoring and evaluation by CHED of their BSMT or BSMarE programs; and
3. Privilege to determine and prescribe their curricular programs.

Section 55. Non-applicability of Certain Benefits of Program Accreditation

All MHEIs with levels I, II, III or IV program accreditation for BSMT or BSMarE shall enjoy all the benefits appurtenant thereto, except for the following:

1. Authority to revise the curriculum without the Commission approval;
2. Authority to graduate students from accredited programs in the levels accredited without prior approval of the Commission and without need for Special Orders; and
3. Limited visitation, inspection and/or supervision by the Commission supervisory personnel or representatives.

Section 56. Repealing Clause

All issuances, JCMMCs, PSGs issued before the effectivity of this Joint Memorandum Circular which are inconsistent with the provisions of this PSG are hereby deemed repealed, amended, modified or superseded accordingly.

Section 57. Separability Clause

If any part or provision of this PSG shall be held unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 58. Transitory Provisions

This Joint CHED-MARINA Memorandum Circular shall be implemented starting AY 2022-2023.

Students who entered the maritime programs prior to AY 2022-2023 shall be covered by Annex J (CMO No. 14 Series of 2018 which is the addendum of CMO No. 67 series of 2017, in so far as curricular requirements are concerned) and Annex K (Annex B of JCMMC No. 01 Series of 2019, in so far as OBT requirements are concerned).

To address the gaps between the old curriculum as provided under CMO No. 14 series of 2018 and the new curriculum as prescribed by JCMMC No 1. series of 2019, MHEIs shall design curricular content for make-up classes for affected students and submit the same for approval of CHED and the Maritime Administration.



The new standardized curricula for the BSMT and BSMarE Programs shall be implemented within a period of four years, to wit:

| Year Level | Academic Year (AY) |
|------------|--------------------|
| First | 2022-2023 |
| Second | 2023-2024 |
| Third | 2024-2025 |
| Fourth | 2025-2026 |

All private HEIs, SUCs and LUCs currently offering approved maritime higher education program are mandated to fully comply with this joint circular within a non-extendable period of three (3) years after the date of its effectivity.

The BSMT and BSMarE programs found to be non-compliant after the transitory period shall be phased-out by the Commission.

Section 59. Effectivity Clause

This Joint Memorandum Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City, Philippines, March 7, 2022.

Approved:

For the Commission:


J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education

For the Maritime Administration:


VADM ROBERT A EMPEDRAD AFP (RET)
Administrator
Maritime Industry Authority



LIST OF ANNEXES:

Annex A1 and A2 - Curriculum Maps for BSMT and BSMarE programs

Annexes B1 and B2 - STCW Competences Maps for BSMT and BSMarE programs

Annexes C1 and C2 - Programs of Study (3-1 and 2-1-1 schemes)

Annexes D1 to D7 - BSMT Course Package – Parts A to C - Course Specifications, Course Outline and Timetable, and Course Syllabus

Annexes E1 to E10 - BSMarE Course Package – Parts A to C - Course Specifications, Course Outline and Timetable, and Course Syllabus

Annex F - Detailed Teaching Syllabus

Annex G - Course Outcomes assessment and Assessment Tools

Annex H - Revised Guidelines on the Implementation of Onboard Training for BSMT and BSMarE Students

- *Annex H-1 – Daily Journal for Bridge Watchkeeping Duty*
- *Annex H-2 – Daily Journal for Engine Watchkeeping Duty*
- *Annex H-3 – Onboard Training Plan for BSMT*
- *Annex H-4 – Onboard Training Plan for BSMarE*
- *Annex H-5a – Standard Onboard Training Agreement*
- *Annex H-5b – Standard Cadet Training Agreement*
- *Annex H-6 – Certificate to be Issued by Manning or Shipping Company*
- *Annex H-7 – Certificate of Sea Service*
- *Annex H-8 – Crew List, IMO Form 5*

Annex I - Carrying Capacity and Instructions to MHEI

- *Form 1 – List of Equipment*
- *Form 2 – Equipment Utilization Plan*
- *Form 3 – Summary of Practical Exercises and Assessments*
- *Form 4 – Weekly Class Schedule*

Annex J - CMO No. 14 Series of 2018

Annex K - Annex B of JCMMC No. 01 Series of 2019

Annex L - Sample Range of Percentage Marks and Corresponding Equivalent

