



*STUDENT GUIDELINES
FOR
DISTANCE LEARNING/ E- LEARNING*



CINEC CAMPUS
FACULTY OF MARITIME SCIENCES

Distance Learning / E-Learning Student Guidelines

1. Distance Learning /E-Learning

This is a formal educational method in which occurs when the Lecturer and students are not in the same location. In distance learning, the interaction between Lecturer and students is by using any combination of audio, video, and computer technologies.

In conformity with the objective of the Government to deliver educational programs uninterruptedly on the virtual platform, CINEC as a responsible maritime education and training institute, intend to utilize e-learning to deliver STCW preparatory courses to minimize delays in completing respective courses which has been caused due to the prevailing COVID-19 pandemic in the country and the world at large.

The usual mode of teaching and learning will be restored once the situation improves and a directive in this regard is received from the government.

2. Approvals

All programmes available for distance learning have been approved by DGMS Sri Lanka for online delivery. These programmes are conducted in compliance with STCW Regulation 1/6 of STCW Convention 1978 (as amended) and STCW regulations relevant for the respective programme. The programmes are carefully designed to achieve the underpinning knowledge, understanding and proficiency as stated in the tables of STCW-Code.

3. List of Programmes Currently Available on Distance Learning Platform

Master (more than 500gt)	:	ND 0143
Chief Mate (500 gt or more)	:	ND 0140
NWKO (500gt or more)	:	ND 0115
Cadet Training Programme Phase V	:	ND 0100P5
Cadet Training Programme Phase III	:	ND 0100P3
Cadet Training Programme Phase I	:	ND 0100 PI
Foundation Programme	:	ND 0199
Pre Sea Deck Rating Preparatory	:	ND 0124

4. Distance Learning Modalities

The “Virtual Classroom” mode is offered for maritime programmes as the distance learning / e-learning method at CINEC CAMPUS. A virtual classroom is an e-learning event where an Instructor teaches remotely and in real time to a group of learners using a combination of materials (e.g. PowerPoint slides, audio or video materials).

5. Facilities available for Distance learning

- a. Multiple E-Platforms with the capability to deliver lectures via the CINEC Virtual Learning Management Environment (CINEC-VLME).



- b. Accordingly, Lecturers can arrange pre-recorded and live-streaming lectures.
- c. The modes will be as follow.
 - i. Pre-recorded lecture materials. (with a video or audio clip added to each slide of the PowerPoint presentations)
 - ii. Live lecturing through Vimeo
 - iii. Live lecturing through Zoom
 - iv. LMS notifications, Email, WhatsApp, Skype will be used where appropriate for regular and continuous connectivity between students and staff.

6. Course Information

Specific information related to a training programme on distance learning can be obtained from

Mr.Oshada Attanayake 0094 702509403 oshade@cinec.edu

Ms.Narmadha Karunagaran 0094 114 376167 narmatha@cinec.edu

7. Enrollment

7.1 Application for Admission

All students who apply for admission will use the same procedures regardless of method of instruction (F2F: ‘Face-to-Face’ or DL: ‘Distance Learning’).

Students are required to satisfy all prerequisites for the respective programme they wish to follow. Please contact the department *Student Coordinators* to obtain information on entry criteria for the programme you intend to apply for and be eligible to follow the programme.

7.2 Eligibility Assessment

- a. The prospective students will be required to send e-copies of all required documents along with a self-declaration to state that the attached are true copies of the original certificates / documents.
- b. The initial assessment of a student’s eligibility will be done by CINEC Campus.
- c. If the applicant has fulfilled the criteria set out by the office of DGMS, then CINEC will submit an application on behalf of the student to DGMS office online and obtain the letter of provisional eligibility subjected to submission of original copies of relevant documents prior to the Oral Examination.

7.3 Registration

Distance Learning (DL) students are required to adhere to the same admission standards as Face-to-Face (F2F) students and must follow the same process for enrollment at CINEC Campus.

On receiving the eligibility to follow their intended programme, students may apply on-line for admission, register for classes, and pay course fees without coming to the campus. Please contact the Department Student Coordinator to obtain information on the on-line procedure.

- A student is permitted to register for more than one programme, provided that the dates of a programme being conducted, does not overlap with the dates of any other programme that the student wishes to follow.

8. Study Material

On registration the student will receive following ‘Study Pack’ either through the LMS or by courier.

The ‘Study Pack’ will contain following (as applicable):

- i. Unit Information: Syllabus / Course Timetable and the corresponding ‘Scheme of Work’, Information on Teaching Teams (Lecturers) / Key Academic Contacts, Storyboard on how the unit will be delivered from start to end
- ii. Guidelines for e-learning in relation to the Faculty: Engagement expectations / schedule for learner support (this includes: clarifying doubts, learner responsibilities / academic dishonesty and disciplinary measures, netiquette)
- iii. Course notes
- iv. Information of how to access the e-library
- v. Audio/Video files either in a CD or uploaded to the LMS.
- vi. System for Announcements: This includes how students will be informed of any revisions to Timetable / online programme schedule. This will be done through LMS or respective Whatsapp group.
- vii. Information on Assignments: This includes - assignment brief, assignment criteria (including minimum passing marks), way marks are awarded, instructions on how to hand-in assignments electronically.
- viii. CINEC-LMS User ID and Password. These will be unique personal accounts for students to access any courses they register for; Students will be required to change their passwords at regular intervals where the LMS system will send them prompts.
- ix. CINEC-LMS user instructions: How to navigate the CINEC-LMS system and contact details of support services. Apart from this, CINEC will be conducting on-line student LMS familiarization programmes for each new batch of students as mentioned below.
- x. How to give Feedback: Students will be invited to give feedback including any difficulties faced during virtual classroom sessions like connectivity / clarity / disturbances, and proposals for improvements. This is facilitated on the LMS, and can also be done by email, WhatsApp, text, phone call, etc.

9. Learning Platform Training

For effective learning all student will be given a training on usage of the CINEC - Learning Management System (LMS) at the commencement of the programme. This is essential to achieve and maintain high quality teaching and student success. Any difficulties faced by the students too will be identified and addressed during these training sessions. Also, during this training period, as well as the on-line training and assessment methods, students will also be informed about academic dishonesty / disciplinary measures, netiquette, etc. The respective departments will provide online training courses for the learning platforms available at CINEC.

10. Conducting lessons on LMS (Virtual Classroom mode)

- a. On receiving the online programme schedule students are to prepare for the initial lessons (eg. Week-1) using course notes / reading list / audio, video files. Questions on the topic could be directed to the Lecturer by email or WhatsApp, prior to or during the virtual classroom session.
- b. The subject Lecturer will log-in to LMS as per the given timetable. The students too log in to LMS. The Lecturer then marks the register twice during the allocated session as it is presently carried out.
- c. The lecturing will be conducted as per the ‘Scheme of Work’ / timetable and lectures will be carried out by using audio/video live streaming by Zoom.

11. Academic difficulty handling

All students have to perform a self- assessment on understanding of desired lesson objectives as stated. Any area of difficulty should be notified to the lecturer, who if necessary, will arrange additional one to one coaching. This additional training will also be done for students who could not obtain the pass mark in assessment/assignments.

12. Student Responsibilities

- Possession of Laptop, Tab or Smart phone enable to accesses to LMS and Zoom platform. Laptops and Wide display tabs are recommended
- The student has to prepare himself for lessons as per the scheme of work provided prior to the live session by using course notes and any video/Audio files provided. This is an essential part of distance learning that enhances the effectiveness of lessons conducted.
- Student should join the On line lesson with registered Student ID , allocated to each individuals. Joining with Nick names and other untraceable profile joining not approved. Ex. Joining ID L.K. Abeywickrama ✓ (with initials and Surname)
- A student is expected to be in attendance at all times in virtual classes and tutorials. Also your attendance log automatically recorded in Zoom monitoring and reportings.
- *The mandatory minimum attendance requirement for live sessions is 85%.*

- Student should stay at an appropriate place during the lectures. Moving or engaged in other work are not approved.
- Pay attention to Polls and questions generated by Lecturers answer them in allocated time frame.
- In case student has a reasonable reason and unable to join on line classes due to technical reasons, he should report to Program coordinator - Mr.Oshade Aththanayaka.
- If you need technical assistance contact support numbers and get assistance . Support LMS :
Phone: + 94 7 1516 9999 , E-mail: lmssupport@cinec.edu
- Assessments/Assignments : *See 12.4 below*

12.2 Attendance

A student is expected to be in attendance at all times in virtual classes and tutorials. The class register will be marked twice/thrice during a session and if a student does not respond to the call immediately, he will be marked as absent in the register. It is the responsibility of the student to ensure that he keeps video on during the lecture and responds promptly to the attendance call by the Lecturer, when marking the attendance register.

The mandatory minimum attendance requirement for live sessions is 85%.

12.3 Early Attendance Alert

In each module, Faculty will flag students who have not attended, have multiple absences, have not logged into their online course, and in risk of falling below the required 85%.

12.4 Assessments/Assignments

The students will be directed to do the at least one online assessment/assignment per month per subject and related information will be provided. ***THE SUBMISSION OF ASSIGNMENT BY DUE DATE IS MANDATORY AND NON- SUBMISSION WILL DISQUALIFY YOU FROM APPEARING FOR THE FINAL EXAMINATION.***

All assessments and assignments have to be carried out as per the instructions of the subject Lecturer.

Students themselves are responsible for making personal contact with the Lecturer of each class missed. An absence does not relieve the student from the responsibility of making up for all work including assignments that were missed. It is the responsibility of the student to obtain information concerning missed assignments and to ensure that they are completed and submitted.

12.5 Feedback

- All students are kindly request to provide frequent feedback on the quality and effectiveness of the programme in order to make improvements. This feedback can be provided to the subject Lecturer, Course Coordinator, HOD or Dean of the Faculty.
- All students are kindly requested to actively take part in the student satisfaction survey performed periodically by CINEC's Quality Management Department to assess any areas for improvement.

13. Learning Resources

CINEC Students must use their provided login ID to access e- library resources from off-campus. The e-library consists of :

- Books and journals at CINEC campus.
- Electronic books available through CINEC
- A list of books and materials from other libraries around the world (eg. VIRGO of IMO)
- Databases that contain abstracts, full-text electronic articles and other web-links

14. Academic Honesty and Netiquette

CINEC expects students to pursue their studies with integrity and honesty. When students are caught cheating or plagiarizing, it will result in severe consequences as per the applicable CINEC policy. The guidelines for academic honesty in face-to-face courses also apply to distance learning students. Plagiarism, disruptive behavior (such as improper discussion posts or poor **netiquette**) and taking an exam for someone else are all violations of student conduct guidelines. Any violation of academic honesty and netiquette will be addressed according to the applicable policy.

Student joining to on lectures should be dressed with suitable dress. Ex, skinniness and inappropriate dresses to be avoided.

Student should not make undue disturbance to Lecturer as this is effects to all others.

Ex. Repeating same question over and over and arguments with lecturer.

Any violation of academic honesty and netiquette will be addressed according to the applicable policy.

15. Student Support Services

All students engaged in distance learning will have reasonable and adequate access to the range of student services and student rights applicable in supporting their learning.

Services include the following:

Admissions, cashiers, accounts payable (refunds, billing, etc.), e-bookstore, course catalog, academic advising / counselling, technical assistance, registration (Add/Drop), withdrawal from courses, transfers, reinstatements, course fee information, academic calendar, student records, library services.

Kindly contact the relevant student Coordinator for assistance.

16. Computer Requirements

16.1 Computer Skills

You will need basic computer skills to be a successful online student. Below is a list of necessary skills:

Basic Skills

- Create, save, copy, and locate files/folders
- Navigate between two or more applications
- Minimize/maximize windows

Email Skills

- Send, open, and reply to a message
- Enter a message subject
- Send an attachment
- Open and/or save an attachment

Web Browser/LMS Skills

- Create, save, copy, and locate files/folders
- Navigate between two or more applications
- Minimize/maximize windows
- Go to a specific URL
- Follow a hypertext link
- Conduct a basic search using a search engine
- Download and install plug-ins
- Zip/unzip a file (Compress)
- Update browser as needed
- Upload an assignment file
- Respond to a forum post

Word-Processor Skills

- Open a new/existing file
- Save a file
- Rename a file (Save As)
- Cut, paste, format text
- Print a document

16.2 Computer Access

It is recommended that distance learning students have regular access to a personal computer with internet access. A high-speed connection is preferred.

16.3 Virus Scanners

You should have anti-virus software installed and running on your computer when connected to the internet. Some of the most popular products include McAfee VirusScan, Norton (Symantec) AntiVirus and Sophos Anti-Virus.

16.4 Technical Assistance

CINEC provides technical support to distance learning students. Requests for technical assistance should be made to the LMS System Administrator through a subject Lecturer or Course Coordinator.

17. Grading, Transfer, and Graduation Policies for Distance Learning Students

The grading and transfer policies for distance learning courses are no different than those required for traditional face-to-face courses.

18. Contact details

Dean / Faculty of Maritime Sciences – Capt.Krishan Perera +770579631 krishan@cinec.edu

Head / Department of Navigation - Mr.Shane Sankanarayana +778823995 shane@cinec.edu