



**Bachelor of Science in Port, Shipping and Transport Management**  
Part-Time Study  
V2.0



## **Part-Time Regulations**

(To be read in conjunction with the Student Handbook and IMCO Academic Regulations)

(Applicable to students who are joining in academic year xxxx-xxxx)

Department of Port, Shipping and Transport Management  
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## Purpose of the programme

The Port, Shipping and Transport (Part Time Study) programme aims to prepare those who are aspiring to join the logistics sector at supervisory or management level positions.

The Port, Shipping and Transport Management Programme is designed to provide participants not only with a solid basis in managerial studies but also with an in-depth understanding of the transport sector and the latest developments in it. It will help you to develop your analytical, intellectual and writing skills as well as your supervisory and managerial skills.

Work locations for graduates include, but are not limited to, ports, stevedores, terminals, warehouses, shipping, forwarders and ship's agents.

### **Bachelor of Science in Port, Shipping and Transport Management**

Our part-time undergraduate programme is offered at the Bachelor degree level. It leads to the award of the degree of Bachelor of Science in Port, Shipping and Transport Management and is intended for students who are employed in relevant industries and who wish to attend the college while continuing to work in industry.

IMCO accepts the responsibility for its own awards and standard of quality. IMCO undertakes to ensure that this part-time programme incorporates the latest industry standards and developments.

The duration of the programme is 6 semesters. These 6 semesters have a total study load of 360 credit units. A student who has successfully obtained 480 credits (including 120 credits transferred from a previous Diploma) is awarded a Bachelor of Science in Port, Shipping and Transport Management. Part-Time students are required to undertake practical training in 4 semesters in their logistics industry place of work.

We grade our modules by credit points. IMCO expects each student to invest a minimum of 10 hours of time for each credit point. This time includes self-directed studies (e.g. reading, preparing assignments), attending classroom lectures and seminars and carrying out simulator exercises and field activities.

# Study Plan

## Study Plan (Part-Time) Bachelor of Science in Port, Shipping and Transport Management

Note: The program consists of 6 semesters and the total duration is three years. The first year (semester 1 and 2) consists of bridging modules, which are different from the modules in Diploma. See the table below for the corresponding modules in the Full-time Programme.

The modules in Semesters 3, 4, 5 and 6 are similar to the modules in the Full-time Programme.

<b>B R I D G I N G</b>	<b>FIRST YEAR (S 1) – (1<sup>st</sup> Semester)</b>		
	<b>Module</b>	<b>Descriptive title</b>	<b>Credit</b>
	PPST I-I	Port, Shipping and Transport Management I*	30
	PSIM I-I	Transport Chain Simulator I**	20
	PPEN I-I	English I***	10
		<b>Sub total</b>	<b>60</b>
	<b>SECOND YEAR (S 1) – (2<sup>nd</sup> Semester)</b>		
	<b>Module</b>	<b>Descriptive title</b>	<b>Credit</b>
	PPST I-II	Port, Shipping and Transport Management II****	30
	PSIM I-II	Transport Chain Simulator II*****	20
PPEN I-II	English II*****	10	
	<b>Sub total</b>	<b>60</b>	

<b>Name Module Part Time (Bridging year)</b>	<b>Related Modules Full Time Programme</b>
*Port, Shipping and Transport Management I	PPOR I-I + PPOR I-II
	PSHI I-I + PSHI I-II
	PTRL I-I + PTRL I-II
**Transport Chain Simulator I	PSIM I-I + PSIM I-II
***English I	PENG I-I + PENG III
****Port, Shipping and Transport Management II	PPOR II-I + PPOR II-II
	PSHI II-I + PSHI II-II
	PTRL II-I + PTRL II-II
*****Transport Chain Simulator II	PSIM II-I + PSIM II-II
*****English II	PENG II-I + PENG II-II

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SECOND YEAR (S 3) - (3<sup>rd</sup> Semester)

Module	Descriptive title	Credit
PPOR III-II	Warehousing Concepts	10
PSHI III-II	Transport Law and Charter Parties	10
PENG III-II	Business Writing	10
PTHE-1	Practical Training I (TRB)	30
	<b>Sub total</b>	<b>60</b>

SECOND YEAR (S 4) - (4<sup>th</sup> Semester)

Module	Descriptive title	Credit
PTRL III-II	International Transactions and Customs	10
PSIM III-II	Transport Chain Simulator V	10
PECON III-II	Business Management I	10
PTHE-1	Practical Training II (TRB)	30
	<b>Sub total</b>	<b>60</b>

THIRD YEAR (S 5) - (5<sup>th</sup> Semester)

Module	Descriptive title	Credit
PPOR IV-I	Port Management	10
PSHI IV-I	Commercial Practices in Shipping	10
PENG IV-I	Business Communication and Research Methodology	10
PGPR	Graduation Project I (GP)	30
	<b>Sub total</b>	<b>60</b>

THIRD YEAR (S 6) - (6<sup>th</sup> Semester)

Module	Descriptive title	Credit
PTRL IV-I	Management of the Integrated Supply Chain	10
PSIM IV-I	Transport Chain Simulator VI	10
PECON IV-I	Economy VI: Business Management II	10
PGPR	Graduation Project II (GP)	30
	<b>Subtotal</b>	<b>60</b>

# Training

## **Practical Training I**

The Practical Training I provide the student with an opportunity to look at their company from a different perspective. The student will need to make a generic description and analyse the company and the industry in various ways (e.g. using a SWOT analysis).

Students will be required to submit an apprenticeship report (Training Record Book, TRB) and he/she will be assessed by an IMCO supervisor. This module covers the first half of the TRB of the Full-time Programme.

## **Practical Training II**

Apprenticeship II provide students with an opportunity to obtain in-depth knowledge about an area related to Port, Shipping and Transport Management other than the ones they are currently working in.

Students will be required to submit an apprenticeship report (Training Record Book, TRB) and the student will be assessed by an IMCO supervisor. This module covers the second half of the TRB of the Full Time Programme.

**Note: Apprenticeship I and II together require the student to submit the complete Training Record Book (TRB), with assignments similar to the Full-time Programme.**

## **Graduation Project I (Graduation Project)**

The first phase of the Graduation Project starts in the 5<sup>th</sup> Semester and its topic should be relevant to the industry where the student is working. This module should result in an approved proposal. The actual research will be conducted during the Final Year Project II.

## **Graduation Project II (Graduation Project)**

During this module the student will continue the Graduation Project by carrying out the research based on the approved proposal that was created during the Final Year Project I.

The IMCO supervisor will monitor the research. Students will be required to submit a Graduation Report and deliver an oral presentation (Defence).

**Note: The Final Year Project I and II Modules require the student to carry out a piece of small-scale research and submit a report. These are the same requirements as for the Graduation Project carried out by Full-Time Students.**

## Entry Requirements

A student who studied at another college/university is eligible to be considered to join International Maritime College Oman (IMCO) to undertake studies as a Part-Time Student in the Department of Port, Shipping and Transport Management only if he / she possess the following qualifications:

- A pass in the General Education Diploma or examinations considered equivalent as assessed by the Ministry of Education.
- A diploma, advanced diploma, or other academic qualification approved by the Ministry of Higher Education.
- If the applicant possesses any of the above listed qualification he/she will be exempted from 120 diploma level credit points (50% of IMCO's diploma credit points) in the Part-Time Bachelor programme.
- The transferred credits will appear on the student's Final Transcript record as exemptions but will not be included in the calculation of his/her cumulative GPA.
- Students who have a Diploma in Port, Shipping and Transport Management from IMCO are exempted from the first 2 semesters and do not need to attend the selection test.
- Training programmes and in-house skills development programmes conducted at any industrial establishment cannot be considered for credit transfer.

## Assessment of Application

Part-Time Bachelor Applications will be assessed by the Part-Time Committee (Head of Department PST & Head Admission and Registration) taking into account the relevance of the applicant's prior qualification(s) to the proposed field of study, the institution where the applicant previously studied, the mode of study, and total credits obtained in the previous course.

After the assessment, if the applicant satisfies the entry requirements, the student will be invited to appear for a selection test.

## Selection Criteria

- A pass at Diploma level in any relevant field of study approved by the Ministry of Higher Education.
- 1 year of relevant experience in the Logistics industry after completing the Diploma.
- Passing the selection test

## Selection Test

A Selection Test will be conducted. This test will focus on the level of Mathematics, Economy, IT, English and general working knowledge in ports, shipping and transport logistics.

## Admission & Registration

A student who wishes to join IMCO needs to complete an Application Form. Applications for the part-time programme can be submitted according to the academic calendar prior to the start of the programme. Application Forms can be obtained from the Admission & Registration Office.

The College is strongly committed to making its Part-Time programme Bachelor of Science in Port, Shipping and Transport Management accessible to all who will benefit from it.

When applying to enter the Bachelor Programme, applicants will need to present official transcripts/ certificates of relevant qualifications and an experience certificate from their company.

Provided that all documents required by Admission & Registration Department are submitted at the time of application, students can expect to receive a response in approximately four to six weeks after completing the selection test. In some circumstances where additional information or verification is required, processing time will be increased.

Students will need to check with the Admission & Registration Department to confirm the date of registration.

Admission to the Bachelor Programme is based on the following criteria: Securing minimum marks and a good rank in the selection test.

Students will be ranked according to their marks in the selection test and will be admitted to the programme based on the availability of seats in a batch according to their work rotation.

### Registration

For registration, each applicant must bring the following documents:

- An original General Education Diploma (Grade 12 Certificate) with a minimum pass grade in Mathematics and English
- An original Diploma Certificate (and an Original Diploma Transcript)
- Four (4) passport photos
- A copy of the applicant's valid Passport or Civil ID
- A copy of the applicant's Birth Certificate
- An experience certificate or letter of employment.

## Course Fee

Please contact the Admission Department of IMCO for information about the Part-Time Bachelor programme fee & mode of payment.

## Withdrawal from the programme

The individual should communicate and coordinate with IMCO Admission & Registration Department as early as possible to ensure that they have finalised the registration process before the start of the Academic Year or within the time limit specified in the Part-Time academic calendar issued by the college. The start of semester will be mentioned in the Part-Time academic calendar.



Normally a student can withdraw within the first 4 calendar weeks of each semester. If any student applies to withdraw after this period, tuition fees will be incurred. The last day of withdrawal without incurring tuition fees will be indicated in the Academic Calendar for the year.

- Any student who wishes to withdraw from the college should visit Admission & Registration Department and obtain a Withdrawal Form with instructions.
- Any partial refund of course fee will depend on the date of withdrawal and the decision of the college in this regard is final.

## Postponement of studies

If a student wishes to postpone his/her studies, he/she must fill a Postponement Request form and submit it to Admission & Registration Department. Postponement of studies in this Part-Time Degree programme is possible only for two semesters (one academic year).

## Attendance Requirements

Any student who is absent for 25% of the classes for a module, with or without excuse, will be barred from the final exam. This barring is effective for one academic year. However if a student produces an on-duty certificate in relation to a period of study for which they were absent (either in advance or within one month's cycle of his/her stay in the college campus), that period of absence will be considered as "on work duty". Whatever the circumstances the total number of hours a student can be absent may not exceed 35% of the class hours set for the module

Students who are included in the barred list are allowed to submit reasons for absence within 3 working days of the date of publishing of the barred list. Students working in the interior may send a fax or e-mail addressed to the HoD. However sick leave certificates will not be accepted. Similarly letters from companies covering periods of absence not already submitted will not be considered. Even if an excuse for absence is accepted, no student may under any circumstances have been absent for more than 35% of classes overall. The decision of the college is final as to whether or not to allow a student to attend the final examination.

Students who are absent from 20% of the classes for a module will receive an official Warning Letter by SMS or Email. However students themselves remain fully responsible for keeping track of their absences. If for any reason a Warning Letter has not been sent to, or received by the student, IMCO retains the right to bar him/her when he/she has been absent for 25% of the classes or more.

## Examination Procedure

Examinations for part-time study will be conducted on a central schedule, with or without options. Students are advised to make alternative arrangements for their work if the exam schedule clashes with their work rotation. Examinations are scheduled by the college and they cannot be varied in order to satisfy individual requests. Students are required to register for their examinations within the examination registration period set by IMCO.

It is the student's responsibility to consult the current subject teacher well in advance regarding course materials related to any module which he/she is intending to re-sit. If the material to be

studied for a re-sit examination has changed, the new material must be studied by the student. No separate classes will be given for students preparing for re-sit exams.

The weight of continuous assessment in a module, including intermediate tests, will normally be between 40% and 60% of the final exam mark.

Continuous assessments are marked on a scale from 0 to 10, or other relevant assessment scores, before being converted into numbers on a scale from 0 to 10. If the student does not participate in the assessment concerned, he will receive the mark of 0.0.

If a student knows he/she is going to miss the final exam or continuous assessment in the diploma/degree programme, he/she must present a valid reason for absence before the scheduled date to be allowed a re-exam. This reason should be accepted by the Head of Department and Examination Board. Students are not allowed a second attempt in order to improve their marks / grades in a previous examination or continuous assessment.

## Re-sit Exams

Students will be given the opportunity to take the final examinations for a module twice within one academic year. The first shall be the normal final examination and the second shall be a re-sit given in the semester that follows immediately after the teaching period in which the relevant module was taught and completed. Re-sits can only be taken by those who have not yet obtained credit units for a particular module.

Any final examination in the diploma / degree programmes can be taken three times (one exam and 2 re-sits) over a maximum period of two academic years by registered students. The first re-sit needs to be taken within one academic year of the first attempt, and, as with the first attempt, the Final Exam mark will be integrated with marks for Continuous Assessments. Thus for the first attempt and the first re-sit, the final module mark is made up of continuous assessment marks and the final exam mark. The mark for the first re-sit exam only replaces the first attempt exam mark.

The second re-sit needs to be taken within two academic years of the original first attempt. The assessment for this final opportunity will be based only on the re-sit examination. Thus for the second and final re-sit only, the exam mark will be valued for assessment purposes at 100%.

## Results of examinations & Reviewing of marked scripts

After students have received their results, they have the right to peruse their marked scripts. Within 28 working days of the announcement of the examination results, irrespective of the student's study or work rotation, but no later than 2 days before the second opportunity, the student will be permitted to inspect the assessed piece of work. Permission from the Head of Department must be requested for exceptions to this rule. During this period, the student can study the examination questions, the marked script, the marking criteria used, and can receive feedback from the lecturer. Students may also be allowed to review individual continuous assessments, but this will be at discretion of the department. If the 10 working days falls during the general vacation of the college (after the end of Spring Semester), then it should be within 28 days from the opening of the next academic year (Fall Semester).

## Academic Progression for Part Time Study

Year	Credits attempted	Credits earned between	Comments
1	240*	120-199	Repeat the first year
	240	200-239	Proceed to year 2 (Bachelor Level). Resit and pass failed subjects.
2	360	240- 329	Repeat the second year
	360	330-359	Proceed to year 3. Resit and pass failed subjects
3	480	360-389	Repeat the third year
	480	390-479	Re-sit and pass failed subjects
	480	480	Graduated

Note: 240\* - Credits attempted in year 1 include the exempted diploma level 120 credit points.

## Exit Awards

Students who have completed 480 credits (including the 120 credits transferred from Diploma) are awarded a Bachelor of Science in Port, Shipping and Transport Management.

## Terms and Conditions

All students are required to abide by the College Rules & Regulations. In accepting such an offer to join the part-time study programme, a student is required to sign an agreement indicating his/her consent to these terms and conditions. The College reserves the right to take disciplinary action against any student who infringes the rules & regulations of the College.

As a student you will also receive various information booklets describing the teaching, examination and assessment arrangements, services and facilities.

These Part-Time guidelines along with those specified in IMCO's Academic Regulations and in the Student Handbook for Full-Time students are applicable to any candidate registered for the Part-Time mode of study.

## Disclaimer

Every effort is made to ensure that the information given in this brochure is correct at the time of publication and that the information given accurately describes the courses offered by the College. However, from time to time details do change; you should contact the College to verify any information, especially if you wish to place particular reliance upon it. All reasonable steps will be taken by the College to provide educational services and to minimize any disruption to those services. However, the College reserves the right to postpone, relocate, restructure, withdraw or cancel any teaching sessions or examinations, any course or particular options within a course due to the occurrence of any event or circumstance beyond its reasonable control (including, but not limited to, shortage of staff, unavailability of facilities, or insufficient number of students).