



# The Nautical Institute Academy Student Handbook



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#### **QUALITY ASSURANCE**

The NI is accredited with ISO 9001: 2015 and its quality control ensures that the course contents and delivery adhere to those high standards.

Feedback from students and instructors is encouraged and will be used towards improvements in the course.



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## Introduction to The Nautical Institute Academy by Head of Academy

Firstly, thank you for enrolling on a course with the Nautical Institute Academy. We firmly believe that our courses are amongst the best available and that they give you the necessary development tools to advance your career.

We also want to ensure that your learning experience with us is one that is positive and fulfilling. To assist in this, we have produced the Student Handbook, which provides additional support during your time with us. It covers the administration of our courses, provides advice on learning and details the procedures that go towards ensuring that your questions are answered.

The Academy team is dedicated to making sure that you are fully supported on your learning journey and this Handbook will assist greatly in providing advice and guidance. As we always seek to continuously improve, should the Handbook not provide the guidance that you require, or you believe extra guidance could be incorporated then please contact the Academy team.

Enjoy your time learning with us and I sincerely hope that the experience meets your expectations.



**Steve Window**

**Head of Academy**

## The Nautical Institute Academy

Whatever stage in your career you have reached The Nautical Institute is here to help. The Institute offers several learning opportunities to members and non-members alike.

### Academy values

We have an established set of values that help us to nurture innovation and leadership and show our commitment to continuous development in all our activities. They are:

- Belong to a diverse, inclusive and international community working together across boundaries and cultures
- Inspire curiosity to learn and find solutions that transform lives
- Collaborate by working in partnership to shape the future whilst taking responsibility for our own actions
- Celebrate excellence and take pride in the achievements of our students and staff

### What is this handbook for?

This handbook provides information and practical guidance on preparing for your studies with The Nautical Institute Academy.

### How to use this handbook

This handbook provides you with:

- An overview of the Academy.
- Contact information for key staff in your academic School.
- Details of support and resources available to you.

Take time to look through the information provided, but also use it for reference if you are unsure of anything, if you want to contact someone, or if you want to find out more about any aspect of your studies.

This Handbook is not just for your first week, nor is it something to be read once and discarded, you will find it useful to refer back to its contents in the coming weeks and months. If you can't find the information you are looking for, please contact us at [courses@nautinst.org](mailto:courses@nautinst.org).

All information is correct at the time the Handbook was produced.

### Programme information

The content of our programmes and courses is reviewed annually to make sure it is up-to-date and relevant. Individual courses are occasionally updated or withdrawn. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and variations in staff or student numbers. In the event of changes the Academy will consult and inform students in good time and will take reasonable steps to minimise disruption.

## Key contact information

To get in touch with us at The Nautical Institute Academy please use one of the below options:

- Email us:
  - For courses: [courses@nautinst.org](mailto:courses@nautinst.org)
  - For self-study: [command@nautinst.org](mailto:command@nautinst.org)  
[harmourmaster@nautinst.org](mailto:harmourmaster@nautinst.org)  
[ISES@nautinst.org](mailto:ISES@nautinst.org)
- Visit us at [www.nautinst.org](http://www.nautinst.org) and use the 'get in touch' form
- Call us on 0207 9281351

## Academic conduct

Candidates are required to undertake the course in a fair and honest manner. They must not seek to gain unfair advantage for themselves, or for other candidates, by collusion, deceit, plagiarism or cheating in assignments, the essay or the on-line interview. See also the Terms of Use.

### Collusion

Candidates are not permitted to collaborate in assignments and final project without the prior approval of assessors or an authorised member of NIHQ staff. If one candidate is found to have copied another candidate's work, both may be deemed not to have demonstrated they have met the required learning outcomes due to collusion.

### Plagiarism

A candidate must not use other people's material, whether words or images, as if it was their own – i.e., without attributing it (see section 13).

### Cheating

Candidates must not try to gain unfair advantage in assignments, final project or the oral interview, nor must they help other candidates to do so. No unauthorised copying or collusion is permitted. Candidates must not impersonate other candidates nor must they try to gain unauthorised access to assessor's papers.

## General guidance on the submission of essays

### Essays

All essays and projects should be structured in a format that includes:

1. Title
2. Table of contents
3. Introduction
4. Main body of the work which should be sub-divided into headings or chapters
5. Conclusion(s)
6. List of references/sources of information
7. Pages should be numbered
8. A word count is required for all assignments

In preparing your essays access as wide a source of references as possible from local, national, and international sources. This could include but not be limited to technical books, periodicals, newspapers, magazines, including specialist publications, the Internet, handbooks, legislation (national and international) and company reports. Every effort should where possible be made to consult with industry professionals including Harbourmasters in an adjacent ports, marine surveyors, pilots, and naval architects.

Submit up-to-date information for all subjects, concentrating on recent developments. Reference can be made to historical aspects.

Do not copy verbatim from other publications. If, in support of your own work, you wish to quote directly from another publication, highlight the quoted texts in italics or quotation marks and acknowledge the source of the reference

#### **Further guidance:**

Run a spell and grammatical check (for English United Kingdom) on your completed work. Before submission read your work and check for errors.

Candidates should illustrate their work where possible. The inclusion of graphs, charts, diagrams, photographs, newspaper articles and checklists are encouraged.

Candidates are encouraged to present their own opinions on the subject being addressed. If possible, provide information relevant to your own organisation such as the application of specific legislation, operational practices or management systems used in your own work environment.

#### **Research**

Research may sometimes be required in order to gain the knowledge required to meet some operational requirement. The Nautical Institute's short courses and self-study schemes require you to adopt a similar approach. While there are suggested resources and references with the details of each assignment, it is expected that you would do your own research in preparation for completing assignments, based upon:

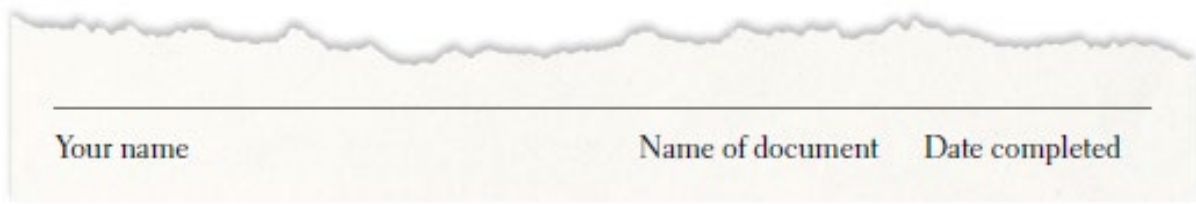
- Nautical Institute website and publications
- Discussions and interviews with subject matter experts and other masters
- Marine industry publications and websites
- Government agency websites
- Other authoritative publications, research papers and websites
- Participating in webinars such as those produced by The Nautical Institute (NI you tube channel) or listening to podcasts such as TED talks
- Your Nautical Institute branch members who are subject matter experts

#### **Submitting your work**

All the work you upload must be in PDF format, whenever possible. Any handwritten sketches, such as hand-drawn diagrams or chart extracts, for example, should be scanned in high resolution, in .pdf file format. If your submission is not legible it will not be passed to an assessor but will be returned to you.



You must submit all assignment documents and final project. Each page that you upload MUST have a footer as shown.



When submitting assignments, your assignment should include the Record of Evidence and this should be used as an index. This will ensure your assessor is clear as to which assignment your account refers to and will ensure that all evidence uploaded is assessed.

Do check that what you enter in the column 'Name of Document' matches the footers on the pages that contain that work.

You must back up your work. The Nautical Institute and its assessors, employees and agents cannot be responsible for work uploaded that is subsequently lost or corrupted.

## Referencing

In the work you submit you will often need to provide supporting evidence for your statements from published sources such as books, magazine and journal articles, websites and official reports. This is all part of good research and will add to your personal experience. Be aware, though, that whenever you use someone else's words or ideas in this way, you MUST state clearly where they came from.

Failure to acknowledge in your written work the sources of your information is called plagiarism – presenting other people's work and ideas as your own.

Assessors scrutinise all work submitted and they must satisfy themselves that your application of knowledge and understanding of the subject comes from your own thought process.

Assessors may not assess submissions from anyone who is found to have:

- copied the work of others and passed it off as their own
- included passages from official documents without proper acknowledgement

Remember, the assessor wants to identify what you know and how you apply this knowledge when assessing your uploaded work.

## References in the text

Providing proper acknowledgement of sources is termed citation. There are several ways of doing this, but we recommend the Harvard referencing system, which is simple and easy to use.

Here is an example of a Harvard-style citation for a passage quoted from a book:

*Among your many functions, you as Master must be a leader, listener, confidant, mentor, diplomat and arbitrator. (Laffoucrière et al, 2015, p 81)*

To distinguish it from the main text (which will be the text of your paper or dissertation), it is indented from the left margin. After the quoted text is written:

- The name of the author of the publication
- The date of its publication
- The page of the publication where the quoted passage appears

As well as making the source of the information clear to the assessor, it also enables you to find the original quotation again later on, so make sure you have all the details down correctly. When quoting directly from a book in this way, be sure to copy the passage accurately, word for word.

If the quotation is short it can be included within your main text. It must be enclosed within quotation marks “ ” and followed by the author, date and page number within parentheses ( ). The following are two examples:

*It is important to consider the whole question of pilots as part of the bridge team. “Pilots are the waterway experts and Masters are the vessel experts.” (Gale, 2016, p 45)*

*Accident reports – not just in the maritime industry, but generally in transport – speak of the importance of the human factor. “Good health is crucial for seafarers as they are often far away from professional help.” (Tavares et al, 2012, p 9)*

These are acceptable methods of citing books, magazine and journal articles, reports etc to support your written work. Laffoucrière, Gale and Tavares are the authors of the actual words; shown indented in the case of Laffoucrière and within quotation marks in the case of Gale and Tavares. Included with each author’s name are the publication date and page number. This sequence of author and date will appear in your bibliography.

## **Bibliography**

The bibliography is a list of all the publications that you have used when writing your essay, report or dissertation. It is an important part of your submission because it allows the assessor to consult the works that support your claims, ideas and conclusions.

There is a normal method of constructing a bibliography. Using the examples, we gave before, here is how to record them:

## CHIEF OFFICER AND OTHER [PROJECT NAME] JUNE 2018

### Bibliography

Gale, H (2016). *Navigation Assessments*. London: The Nautical Institute

Laffoucrière, F *et al* (2015). *The Nautical Institute on Command*, 3rd edn. London: The Nautical Institute

Tavares, Bonfim D; Barreto, Molinari M; Gonçalves, M A (2012). *Seaways*, Aug. London: The Nautical Institute

The authors are normally listed in alphabetical order, followed by the date of publication in parentheses. The title of the work follows either in italics or underlined, then the place of publication and the name of the publisher.

You will now appreciate how important it is to keep a note of the publications, authors and page numbers when you do your study. Trying to retrace your research steps later on can be hugely time-consuming, and you may find some of that material is no longer accessible – for

## Assessments and feedback - general

### Expected standards

Each course/self-study scheme has its own expected standards. You will need to refer to your course handbook for further information.

Generally, what is required is for you to demonstrate the knowledge, application of knowledge, skill and behaviour to provide sufficient evidence that you have met the learning outcomes described in each unit.

Assessors will be expecting succinct and focused accounts.

### How will I be assessed?

Each self-study/course requires submission of completed assignments. Assessors will review your submissions and make a decision about whether there is evidence to show that unit learning outcome has been met or exceeded. This is done either through written assignments or ones where you present them live in a course.

Submitting your completed exam, assignment and/or essay is the final part of the process after study and investigation. It is important that you are happy with your work before submitting it and that you have completed the necessary research and investigation. The assessors will not be unreasonable when assessing your work but will be looking for evidence that the learning outcomes have been met.

It is important for you to understand that it is not the standard of written English that is being assessed. All that is required is for you to demonstrate, through what you have written, an understanding of what is required from each assignment from the viewpoint of an effective harbourmaster and that what you have written can be clearly understood.

When the assessors are considering submitted work, they will be mindful that, in some cases, the quality of uploaded work may exceed that expected and be worthy of publication. In this case the candidate, and if appropriate, their company, will be notified.

## **Assessment**

Assessment is an essential part of learning at university. Make sure you are aware of the guidelines and regulations around the Academy assessment criterion

### **General criterion of assessment**

Structure and format

1. An insufficient standard of structure and format
2. A satisfactory structure and format.
3. A well-structured and formatted submission with different stages clearly shown.

Focus and clarity of expression

1. The submission has not adequately answered the question and lacks focus.
2. A satisfactory level of knowledge and understanding.
3. A well-defined and fluent submission that provides focus and clear expression.

Knowledge and understanding

1. Submission lacks understanding and underpinning knowledge.
2. A satisfactory level of knowledge and understanding.
3. This submission shows a clear and detailed knowledge and understanding of the subject.

Reflection and analysis

## **Reassessment**

If you fail the assessment during the course and/or self-study scheme, then you will have to sit a reassessment for that course before being able to progress. Each course/self-study scheme has its own reassessment procedures, please contact the relevant team for more information on how to register and pay for reassessments and additional reassessment opportunities.

## **Feedback**

The Nautical Institute Academy aims to support students in becoming more confident, independent learners. Feedback is a key part in not only student learning but also to the Academy learning and ensuring our courses and schemes are relevant and accessible.

Once you have completed and submitted your assignments for each unit, the assessor will mark your work using the criteria above. The assessor will give you individual feedback approximately 10 – 15 working days after you have submitted your assignment. If at any time, there is a delay, The Nautical Institute Academy will contact you directly.

## Complaints and appeals

### Complaints

The Nautical Institute Academy has a dedicated student complaints procedure. For more information on the procedure please refer to the Handling of Student Complaints guidebook by visiting the below link: <https://www.nautinst.org/uploads/assets/03fefc8c-6cec-4d16-b2b7fff410bcd5a9/Handing-Complaints-NI-Academy-2022.pdf>

### Appeals

An academic appeal is a formal request by a student for the review of a decision made by the Academy on the student's progression, assessment or academic award. There are valid and invalid grounds for an appeal. Appeals cannot be made on the basis of academic judgment (for example, thinking that your work deserves a higher grade). You are strongly advised to seek advice before starting an appeal, and to try and seek an informal resolution before making a formal appeal.