

《學員須知及學院守則》

1. 首日上課安排

- 請於首日課堂攜帶香港身份證正本，以便本院職員於課前核對閣下的個人資料。
- 有關上課課室之分配，請上課當天參閱學院地下大堂之「電子課室指示牌」。

2. 點名及出席紀錄

- 學員須按規定簽到及簽退，並配合學院核實身份。
- 學員應準時出席課堂，遲到、早退或缺席將按課程規定處理，且均有可能影響出席率之計算。
- 學員提供之個人資料必須真確無誤。任何代簽、偽造出席紀錄或提供虛假資料的行為，均可能導致被取消課程及獲發證書之資格。

3. 課堂紀律

- 學員須遵守學院規章及導師之指示。
- 不得作出影響課堂秩序或滋擾他人之行為。學院有權要求違反紀律的學員離開課堂，並保留取消其學習資格的權利。
- 上課進行期間，學員應將手提電話調校至靜音或震動模式。
- 未經學院或導師批准，不得在課堂、考試或實習期間進行錄音、錄影或拍攝。

4. 學院設施及安全

- 學員須愛護學院設施及設備，如有損毀，須承擔相應之賠償責任。
- 未經許可，不得擅自使用學院設備或進入受限制區域。
- 學院範圍內嚴禁吸煙、飲酒或進行任何違法活動。

5. 實習課堂個人防護裝備

- 學院將按課程及實習需要，為學員提供適當的個人防護裝備，包括工作服、消防員專用水靴、救生衣及其他指定裝備（如適用）。
- 學員須自備導師或課程要求的個人物品，例如：安全鞋或其他指定用品。為保障學員安全，學院有權拒絕未有按要求穿著合適衣著、安全鞋或防護裝備之學員參與實習課，而所繳學費概不退還。

6. 實習期間身體狀況

- 如學員於課堂或實習期間感到身體不適，應立即停止相關活動並通知導師或在場職員，以便作出適當安排。學員應根據自身健康狀況評估是否適宜參與實習活動。如患有心臟病、高血壓、哮喘、癲癇症或其他可能影響安全之疾病，應於開課前主動通知學院。
- 如當值導師評估後認為學員的身體狀況或行為可能影響其本人或他人的人身安全，學院有權即時暫停或停止其實習安排。

7. 證書頒發條件

- 學員必須符合課程規定之出席率要求，並於相關考核、測驗及考試中取得合格成績，方可於課程完成後獲頒發證書或修業證明。
- 學員須留意個別課程的出席率及考核要求。
- 如學員無合理原因而遲到或缺席，學院有權將之視作缺席處理。

8. 證書領取安排

- 學員完成課程後，學院將透過手機短訊（SMS）通知領取證書或修業證明。學員可親身到學院領取或書面授權他人代領。證書須於通知發出後一年內領取。

9. 補考安排

- 如學員未能通過相關考核，而課程設有補考機制及學員符合補考資格，學院將另行通知補考安排。學員必須依照指定日期、時間及地點參加補考。補考成績將按課程規定處理。

10. 颱風訊號及暴雨警告生效時之上課及考試安排

- 當八號或以上熱帶氣旋警告信號、紅色或黑色暴雨警告信號或其他政府公布之極端天氣情況生效時，課堂及考試安排將按照《海事訓練學院網頁》公布之最新惡劣天氣指引執行。補課、補考及相關安排將由學院另行通知。

11. 保險安排

- 海事訓練學院已為學員購買公眾責任保險。如學員認為有需要獲得更全面保障，可自行考慮購買個人意外保險、醫療保險或其他相關保險，費用由學員自行承擔。

《Notice to Trainees and Institute Regulations》

1. First Day Class Arrangement

- Please bring the original of your Hong Kong Identity Card on the first day of class for our staff to verify your personal particulars before class.
- Please refer to the "Electronic Classroom Directory" in the G/F lobby of the Institute on the day of your class.

2. Attendance Recording

- Trainees are required to sign in and sign out as instructed and cooperate with identity verification procedures.
- Trainees must attend classes punctually. Lateness, early departure, or absence will be handled in accordance with course regulations and may affect attendance records.
- Any act of proxy attendance, falsification of attendance records or provision of false information may result in disqualification from the course and certification.

3. Classroom Discipline

- Trainees shall comply with the Institute's regulations and instructions from the instructors.
- Trainees shall not engage in conduct that disrupts teaching activities or affects other trainees. The Institute reserves the right to require any trainee who breaches discipline to leave the class and may terminate his/her training eligibility.
- During classes, trainees must switch their mobile phones to silent or vibration mode.
- Audio recording, video recording, or photography is strictly prohibited during classes, examinations, or practical training without prior approval from the Institute or the instructor.

4. Facilities and Safety

- Trainees must take good care of the Institute's facilities and equipment. In the event of any damage, trainees will be held liable for any corresponding compensation.
- Unauthorized use of Institute equipment or entry into restricted areas is strictly prohibited.
- Smoking, consuming alcohol, or engaging in any illegal activities is prohibited within the Institute premises.

5. Personal Protective Equipment for Practical Training

- The Institute will provide appropriate personal protective equipment (PPE) required for practical training, including coveralls, firefighters' safety boots, life jackets and other designated equipment where applicable.
- Trainees shall provide their own items as required by the instructor or course, such as safety shoes and other designated equipment. For safety reasons, the Institute reserves the right to refuse participation in practical training by trainees who fail to wear the required clothing, safety footwear or PPE. No course fee will be refunded in such circumstances.

6. Physical Condition During Practical Training

- If a trainee feels unwell during classes or practical training, he/she must immediately stop the activity and inform the instructor or staff member concerned. Trainees should assess their own health condition before participating in practical activities. Any trainee suffering from heart disease, hypertension, asthma, epilepsy or any other medical condition that may affect safety should inform the Institute prior to course commencement.
- MSTI reserves the right to immediately suspend or terminate a training if a student's physical condition or behaviour poses a safety risk to themselves or others.

7. Certificate Award Requirements

- Trainees must satisfy the prescribed attendance requirements and obtain a pass in all relevant assessments, tests and examinations before a certificate or statement of attainment will be awarded upon completion of the course.
- Trainees should pay attention to the attendance and assessment requirements of individual courses.
- Unjustified lateness or absence may be regarded as absence from class.

8. Certificate Collection Arrangements

- Upon completion of the course, trainees will be notified by SMS when their certificate or statement of attainment is ready for collection. Certificates may be collected in person or by an authorized representative with written authorization. Certificates must be collected within 1 year stated in the notification.

9. Re-examination Arrangements

- If a trainee fails an assessment but is eligible for re-examination under the course regulations, the Institute will notify the trainee of the re-examination arrangements. Trainees must attend the re-examination at the specified date, time and venue. Re-examination results will be processed according to the relevant course requirements.

10. Class and Examination Arrangements During Adverse Weather Conditions

- When Tropical Cyclone Warning Signal No. 8 or above, Red or Black Rainstorm Warning Signal, or other extreme weather conditions announced by the Government are in force, class and examination arrangements shall follow the latest announcements published on the website of the Maritime Services Training Institute. Make-up classes, examinations and related arrangements will be announced separately.

11. Insurance Arrangements

- The Maritime Services Training Institute maintains public liability insurance coverage for trainees. Trainees who require more comprehensive protection are advised to arrange their own personal accident, medical or other insurance coverage at their own expense.