



CURRICULUM  
FOR  
SHORT (CERTIFICATE) COURSE ON SHIP MANAGEMENT  
(As recommended by Academic Council)

BANGABANDHU SHIEKH MUJIBUR RAHMAN MARITIME UNIVERSITY

**Objective:** Ship management is one of the Maritime courses. Ship management, as the name suggests, deals with the process of managing a ship. A ship owner may decide to manage the ship by its own company or by any ship management company. However, as with any type of management, various tasks are involved. When a ship owner prefers to own and profit from a vessel but does not want to personally handle the ship's operations, the owner can contact with a ship management company. This company manages the ship and its transactions. The ship management company and the owner sign a contract for a specified period of time. This contract details the yearly amount the management company will pay the owner and any other specifications agreed upon.

This course provides the participant with basic knowledge and skills on ship management. The course addresses formal aspects concerning ships registry, flag state and relevant organisations. Also knowledge on fleet and port operations focusing on cost effectiveness, and handling of various incidents, towards safe and environmental friendly operations.

**Course Plan:**

**Duration of the Course:** The duration of the Course will be 4 days.

**Nature of the Course:** The Course will be professional in nature and class will be conducted from 10 am to 4pm.

**Total Class Hours:** 30 hours (19 hours theoretical, 11 hours practical)

**Admission Eligibility Criteria:** Graduate in any discipline.

**Number of Seats:** 40 per session

**Medium of Instructions:** Medium of instructions will be English.

**Grading Policy:**

Numerical scores	Grading
80-100	Excellent
70-79	Very Good
60-69	Good
50-59	Satisfactory
40-49	Attended

**Module 1: Introduction and Inaugural Session**

- Introduction lecturer
- Main objective of this course
- Sub objectives of this course
- Ship Management definition
- Scope of course on Ship Management
- Place of the Ship Manager

**Speaker:** Commodore Wahid Hasan Kutubuddin (Retd), Director, IBBBS

## **Module 2: Introduction to Ship Management, including assignment**

- Core Tasks of Ship Management
- Outsourcing Considerations
- Outsourcing Crewing
- Outsourcing Technical Management
- Outsourcing Financial Management
- Outsourcing Procurement Management
- Outsourcing HSEQ
- Main challenges for a Ship Manager
- Brainstorm
- Learning objectives
- Instructions
- Task 1 - The regulatory environment
- Task 2 - Maintenance and Technical Management
- Task 3 - Crew Management
- Task 4 - Security, Safety Health Environmental & Quality, Operational and Safety Management
- Task 5 - Budgeting and Cost control
- Planning
- Presentation

**Speaker:**

## **Module 3: The regulatory environment**

- Freedom of the Sea
- Introduction
- Flag: Flying the Flag & Role and duties of the Flag State
- Registration
- “Second” or “International Registers”
- European tax regime
- Flag Of Convenience – FOC
- Selection a Flag
- Exercise
- Other Parties/Regulations to the Ship Manager
- International Maritime Organisation – IMO
- International Chamber of Shipping – ICS
- Baltic and International Maritime Council – BIMCO

**Speaker:**

## **Module 4: Maintenance and Technical Management**

- Introduction
- Repair Policies
- Class
- Dry Docking Management
- Maintenance and Repair Organisation
- Hull & Machinery Insurance
- Insurance
- Management Systems
- Operational impact of Technical Management

**Speaker:**

**Module 5: Crew Management**

- Introduction of Crew Management
- Manning
- Own crew or via Crew Manager
- Sourcing
- Labour Discussions – Seafarer’s Rights
- Managing the crew

**Speaker:**

**Module 6: Quality and Safety Management**

- Introduction of Quality and Safety Management
- Ship Disasters trigger New Rules
- Hardware or Human Error
- International Safety Management Code
- QHSE Best Practices
- Non-Maritime Standards
- Maritime Environment
- Maritime Security and Piracy
- Risk Management

**Speaker:**

**Module 7: Basic Financial and Commercial Management (Chartering & Brokering)**

- Introduction
- Financial Management Best Practices
- Budgeting and Cost Control
- Procurement
- Procurement – Best Practices

**Speaker:**

**Module 8: Ship Management Companies & ICT**

- Introduction
- Services
- ICT in Ship Management

**Speaker:**

**Module 9: Case study and Conclusions including Assessment**

**Speaker:**

**Module 10: Evaluation/Certificate Awarding Ceremony**

Conductor: Commodore Wahid Hasan Kutubuddin (Retd), Director, IBBBS