



## Teaching Guide

| Teaching Guide      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                        |           |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------|-----------|
| Identifying Data    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                        | 2020/21   |
| Subject (*)         | Applied English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Code   |                        | 631G01502 |
| Study programme     | Grao en Náutica e Transporte Marítimo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |                        |           |
| Descriptors         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                        |           |
| Cycle               | Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Year   | Type                   | Credits   |
| Graduate            | 2nd four-month period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Third  | Optional               | 6         |
| Language            | English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |                        |           |
| Teaching method     | Face-to-face                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                        |           |
| Prerequisites       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                        |           |
| Department          | Ciencias da Navegación e Enxeñaría Mariña                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                        |           |
| Coordinador         | Campa Portela, Rosa Mary de la                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | E-mail | rosa.mary.campa@udc.es |           |
| Lecturers           | Campa Portela, Rosa Mary de la                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | E-mail | rosa.mary.campa@udc.es |           |
| Web                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                        |           |
| General description | Internal en external communications in english<br>Bridge team management<br>Ship and cargo documents management<br>Intercultural communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                        |           |
| Contingency plan    | 1. Modifications to the contents<br>No changes are made<br>2. Methodologies<br>*Teaching methodologies that are maintained<br>ICT Practicals: Practical work on maritime communications terminology and maritime SMCPs<br>Supervised project: Writing and presentation of a project based on the use of real professional documentation.<br>*Teaching methodologies that are modified<br>Objective test: The objective test will consist of a personal interview through TEAMS about the contents developed in the subject<br>Oral presentation: A short oral presentation is proposed in order to check the student's progress in relation to their oral and listening skills. This test will be carried out either through TEAMS or by recording a video.<br>3. Mechanisms for personalized attention to students<br>Moodle, TEAMS and email synchronously during class and tutorials.<br>Asynchronously during school hours<br>4. Modifications in the evaluation<br>ICT Practicals (30) The delivery of the activities proposed in this section will be evaluated<br>Supervised project (20): The delivery of the activities proposed in this section will be evaluated<br>Oral presentation (30): Taking a short oral test through TEAMS or video recording<br>Objective test (20) Personal interview through TEAMS<br>*Evaluation observations:<br>Given that there are no restrictions or minimum results for passing the subject, and in anticipation of the unequal participation of students in monitoring it, mainly in the proposed continuous assessment activities, it is necessary to establish an objective test that allows All students must be evaluated on equal terms to pass the subject.<br>5. Modifications to the bibliography or webgraphy<br>No modifications are made. All the necessary material to pass the course is available in Moodle, as well as links to web pages of interest, if any. |        |                        |           |

## Study programme competences

| Code | Study programme competences                                           |
|------|-----------------------------------------------------------------------|
| A10  | Redactar e interpretar documentación técnica e publicacións náuticas. |



|     |                                                                                                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A11 | Empregar o inglés, falado e escrito, aplicado á navegación e ao negocio marítimo.                                                                                               |
| A15 | Realizar unha garda de navegación segura.                                                                                                                                       |
| A17 | Adoptar as medidas axeitadas en casos de emerxencias.                                                                                                                           |
| A18 | Responder a sinais de socorro no mar.                                                                                                                                           |
| A19 | Utilizar as frases normalizadas da OMI para as comunicacións marítimas, e emprego do inglés falado e escrito.                                                                   |
| A37 | Usar correctamente os diferentes aparatos de navegación e radiocomunicacións.                                                                                                   |
| B1  | Aprender a aprender.                                                                                                                                                            |
| B4  | Comunicarse de xeito efectivo nun ámbito de traballo.                                                                                                                           |
| B5  | Traballar de forma autónoma con iniciativa.                                                                                                                                     |
| B6  | Traballar de forma colaboradora.                                                                                                                                                |
| B7  | Comportarse con ética e responsabilidade social como cidadán e como profesional.                                                                                                |
| B11 | Capacidade de adaptación a novas situacións.                                                                                                                                    |
| B12 | Uso das novas tecnoloxías TIC, e de Internet como medio de comunicación e como fonte de información.                                                                            |
| B13 | Comunicar por escrito e oralmente os coñecementos procedentes da linguaxe científica.                                                                                           |
| B14 | Capacidade de análise e síntese.                                                                                                                                                |
| B15 | Capacidade para adquirir e aplicar coñecementos.                                                                                                                                |
| B18 | Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.                                                                                             |
| B22 | Valorar criticamente o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse.                                               |
| C2  | Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.                                                                                             |
| C3  | Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida. |
| C5  | Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras.                                                                        |
| C8  | Valorar a importancia que ten a investigación, a innovación e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade.                                   |
| C13 | Que os estudantes posúan as habilidades de aprendizaxe que lles permitan continuar estudando dun modo que haberá de ser en grande medida autodirixido ou autónomo.              |

| Learning outcomes                                                                                                                                                                           |     |                             |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------|----|
| Learning outcomes                                                                                                                                                                           |     | Study programme competences |    |
| Aprender a aprender.                                                                                                                                                                        |     | B1                          |    |
| Comunicarse de maneira efectiva en un entorno de traballo.                                                                                                                                  |     | B4                          |    |
| Usar correctamente los diferentes aparatos de navegación y radiocomunicaciones.                                                                                                             | A37 |                             |    |
| Utilizar las frases normalizadas de la OMI para las comunicaciones marítimas, y empleo del inglés hablado y escrito.                                                                        | A19 |                             |    |
| Adoptar las medidas adecuadas en casos de emergencias                                                                                                                                       | A17 |                             |    |
| Responder a señales de socorro en la mar.                                                                                                                                                   | A18 |                             |    |
| Realizar una guardia de navegación segura.                                                                                                                                                  | A15 |                             |    |
| Emplear el inglés, hablado y escrito, aplicado a la navegación y el negocio marítimo.                                                                                                       | A11 |                             |    |
| Comportarse con ética y responsabilidad social como ciudadano y como profesional.                                                                                                           |     | B7                          |    |
| Trabajar de forma colaborativa.                                                                                                                                                             |     | B6                          |    |
| Capacidad de adaptación a nuevas situaciones                                                                                                                                                |     | B11                         |    |
| Trabajar de forma autónoma con iniciativa.                                                                                                                                                  |     | B5                          |    |
| Comunicar por escrito y oralmente los conocimientos procedentes del lenguaje científico.                                                                                                    |     | B13                         |    |
| Uso de las nuevas tecnologías TIC, y de Internet como medio de comunicación y como fuente de información.                                                                                   |     | B12                         |    |
| Dominar la expresión y la comprensión de forma oral y escrita de un idioma extranjero.                                                                                                      |     |                             | C2 |
| Valorar críticamente el conocimiento, la tecnología y la información disponible para resolver los problemas con los que deben enfrentarse                                                   |     | B22                         |    |
| Utilizar las herramientas básicas de las tecnologías de la información y las comunicaciones (TIC) necesarias para el ejercicio de su profesión y para el aprendizaje a lo largo de su vida. |     |                             | C3 |
| Comunicarse de manera efectiva en un entorno de traballo.                                                                                                                                   |     | B4                          |    |



|                                                                                                                                                                     |     |     |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Redactar e interpretar documentación técnica y publicaciones náuticas.                                                                                              | A10 |     |     |
| Valorar la importancia que tiene la investigación, la innovación y el desarrollo tecnológico en el avance socioeconómico y cultural de la sociedad.                 |     |     | C8  |
| Entender la importancia de la cultura emprendedora y conocer los medios al alcance de las personas emprendedoras.                                                   |     |     | C5  |
| Que los estudiantes posean las habilidades de aprendizaje que les permitan continuar estudiando de un modo que habrá de ser en gran medida autodirigido o autónomo. |     |     | C13 |
| Capacidad de análisis y síntesis.                                                                                                                                   |     | B14 |     |
| Dominar la expresión y la comprensión de forma oral y escrita de un idioma extranjero                                                                               |     | B18 |     |
| Capacidad para adquirir y aplicar conocimientos.                                                                                                                    |     | B15 |     |

| Contents                                 |                                                                                                                                                                        |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                                    | Sub-topic                                                                                                                                                              |
| 1.- UNIT 1: SHIP TO SHORE COMMUNICATIONS | 1. VTS routine communications.<br>2. VTS distress, urgency and safety communications.<br>3. Port State Control<br>4.- Coast Guard.                                     |
| UNIT 2: SHIP TO SHIP COMMUNICATIONS      | 2.1. ship to ship routine communications<br>2.2. ship to ship distress, urgency and safety communications                                                              |
| UNIT 3: INTERNAL COMMUNICATIONS          | 3.1. Watch relief<br>3.2. voyage planning<br>3.3. Mooring and anchoring<br>3.4. Pilot on board<br>3.5. Crisis management<br>3.6. Safety and management meetings report |
| UNIT 4: PORT OPERATIONS                  | 4.1. Vessel types<br>4.2. Cargo documents<br>4.3. Cargo handling<br>4.4. Port Management                                                                               |
| UNIT 5: PSC- VETTING                     | 5.1. Ship certificates<br>5.2. Port State Control<br>5.3. Vetting process                                                                                              |
| UNIT 6: DRY DOCK AND REPAIR              | 6.1. Dry dock<br>6.2. Repair list                                                                                                                                      |
| UNIT 7: INTERCULTURAL COMMUNICATIONS     | 7.1. Cultural awareness<br>7.2. Multicultural teams<br>7.4. Intercultural communication                                                                                |

| Planning                       |                                                       |                      |                               |             |
|--------------------------------|-------------------------------------------------------|----------------------|-------------------------------|-------------|
| Methodologies / tests          | Competencies                                          | Ordinary class hours | Student's personal work hours | Total hours |
| Guest lecture / keynote speech | A15 A17 A19 B11<br>B15 B18 C2                         | 17                   | 17                            | 34          |
| Simulation                     | A11 A15 A17 A18<br>A19 A37 B4 B6 B7<br>B11 B12 B22 C3 | 15                   | 0                             | 15          |
| ICT practicals                 | A11 A19 B1 B4 B5<br>B12 B15 B18 B22 C2<br>C3 C13      | 5                    | 10                            | 15          |
| Student portfolio              | A10 A11 A19 B1 B5<br>B12 B13 B15 B18 C2               | 1                    | 15                            | 16          |



|                                                                                                                                 |                                                      |    |    |    |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----|----|----|
| Supervised projects                                                                                                             | A10 A11 B4 B6 B12<br>B13 B14 B15 B18<br>B22 C3 C5 C8 | 3  | 30 | 33 |
| Directed discussion                                                                                                             | A11 A19 B4 B13 B18<br>C2                             | 19 | 0  | 19 |
| Objective test                                                                                                                  | A11 A19 B4 B13 B15<br>B18 C2                         | 2  | 10 | 12 |
| Personalized attention                                                                                                          |                                                      | 6  | 0  | 6  |
| (*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students. |                                                      |    |    |    |

| Methodologies                  |                                                                                                                                                                                                                                                                             |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Methodologies                  | Description                                                                                                                                                                                                                                                                 |
| Guest lecture / keynote speech | Presentation classes on ship to ship, ship to shore communications, cargo handling, inspections, etc.                                                                                                                                                                       |
| Simulation                     | Training on several situational conversations related with on board duties, such as manoeuvring, watch relief, etc.                                                                                                                                                         |
| ICT practicals                 | Practicals on maritime communications vocabulary.                                                                                                                                                                                                                           |
| Student portfolio              | Set of students' assignments on maritime communications terminology.                                                                                                                                                                                                        |
| Supervised projects            | Writing and presentation of a technical article.                                                                                                                                                                                                                            |
| Directed discussion            | Conversation training and professional documentation management.                                                                                                                                                                                                            |
| Objective test                 | The students that attend at least to 80% of keynote speeches and do at least 80% of required assignments could be subjected to continuous evaluation. The students that don't achieve the attendance requirements (80% minimum) must do an examination on subject contents. |

| Personalized attention                                     |                                                                                                                                                     |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Methodologies                                              | Description                                                                                                                                         |
| Supervised projects<br>Student portfolio<br>ICT practicals | To do ITC practicals and supervised projects and to prepare students' portfolio the professor's supervision and personalized attention is required. |

| Assessment                     |                                                       |                                                                                                                                                            |               |
|--------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Methodologies                  | Competencies                                          | Description                                                                                                                                                | Qualification |
| Directed discussion            | A11 A19 B4 B13 B18<br>C2                              | A asistencia e aproveitamento dos exercicios de role playing, xunto coas simulacions son os pilares fundamentais desta asignatura.                         | 20            |
| Supervised projects            | A10 A11 B4 B6 B12<br>B13 B14 B15 B18<br>B22 C3 C5 C8  | Carrying out and presentation of a particular proposed assignment.                                                                                         | 15            |
| Guest lecture / keynote speech | A15 A17 A19 B11<br>B15 B18 C2                         | Guest lecture/keynot speech attendance and carrying out of proposed tasks.                                                                                 | 10            |
| Simulation                     | A11 A15 A17 A18<br>A19 A37 B4 B6 B7<br>B11 B12 B22 C3 | Simulation classes attendance and progress.                                                                                                                | 20            |
| Student portfolio              | A10 A11 A19 B1 B5<br>B12 B13 B15 B18 C2               | The student should complete a set of exercises related with maritime communications vocabulary. The delivery of such exercises is the student's portfolio. | 10            |
| ICT practicals                 | A11 A19 B1 B4 B5<br>B12 B15 B18 B22 C2<br>C3 C13      | ICTs practical at computers' room on maritime terminology.                                                                                                 | 5             |
| Objective test                 | A11 A19 B4 B13 B15<br>B18 C2                          | Those students that achieve the previously proposed objectives should carry out an extra objective test.                                                   | 20            |

| Assessment comments |
|---------------------|
|---------------------|



Those students that don't take part in continuous evaluation (80% of class attendance) must complete a comprehensive final test. To carry out such a test the delivery of student portfolio and supervised project is compulsory. The final test is composed of four independent parts (it is necessary to pass all them): written test (10%), listening (20%), simulation or role playing test (45%), and supervised project presentation (25%).

The assessment criteria reflected on table A-II/1 of the STCW Code, and also reflected in the Quality System, are taken into account to design and perform the assessment.

## Sources of information

|               |                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------|
| Basic         | Se utilizarán además otros recursos electrónicos tales como MarEng Project o TUMSAT initiative. |
| Complementary |                                                                                                 |

## Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.