



**The Incorporated Trustees of Hong Kong Seafarer  
Mutual Assistance and Scholarship Trust**

## **Hong Kong Maritime Scholarship Fund Application Guidelines**

### **A. For Individual Student / Seafarer**

#### **1. Eligibility**

- Individual students studying in Hong Kong maritime institutes and individual seafarers working on board vessels covered by Hong Kong Collective Bargaining Agreement (HKCBA) are eligible for applying Hong Kong Maritime Scholarship Fund (HKMSF)
- Individual students / seafarers are eligible to apply reimbursement for the maritime training courses they have paid and attended for the preceding 3 years

#### **2. Application Procedure**

- Individual students / seafarers are required to fill in the Part (I) 'Individual seafarer / student' in Hong Kong Maritime Scholarship Fund Application Form and submit required documents, including:
  - Copies of Hong Kong Identity Card or passport's personal information page,
  - Copies of personal information and sign on/off pages of Seamen Book, and
  - Copies of course tuition fee receipts and certificates

#### **3. Enhancement**

According to the resolutions of the Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust, the following enhancement is implemented with effect from 20<sup>th</sup> April 2022:

- Students completed the following major cadet pre-sea training courses in Hong Kong shall, upon provision of such enrollment, be eligible to claim 50% of the tuition fee (maximum HK\$32,000) from HKMSF during and/or after their study:
  - Higher Diploma in Maritime Studies under the Hong Kong Maritime Service Training Institute (MSTI)
- Students completed the following cadet pre-sea training courses in Hong Kong shall, upon provision of proof of their Seaman Book, be eligible to claim 50% of the tuition fee (maximum HK\$32,000) from the HKMSF after obtaining

their Seamen Book:

- Higher Diploma in Mechanical Engineering under the Vocational Training Council
  - Bachelor of Engineering under the recognize university in Hong Kong
  - Higher Diploma in Logistics under The Hong Kong Polytechnic University
  - Bachelor of Business Administration (Honours) in International Shipping and Transport Logistics under The Hong Kong Polytechnic University
- In order to encourage more students to pursue their careers in the maritime industry, students who have
    - completed their seetime cadetship (18 months for Deck Cadet and 12 months for Engineer Cadet respectively), and produced proof of their enrolment to Certificates of Competency Class 3 Examination from the Marine Department; or
    - completed their seetime cadetship (18 months for Deck Cadet and 12 months for Engineer Cadet respectively), and produced proof of their enrolment to Upgrading Course for Certificates of Competency (CoC) Class 3 from the MSTI; or
    - completed their seetime cadetship less than required, but produced proof of their enrolment to Certificates of Competency Class 3 Examination from the Marine Department,shall be eligible to claim additional HK\$32,000 (maximum) of their tuition fee from HKMSF.

### **Application Procedure**

Students are required to fill in the Application Form and submit required documents, including:

- Copies of proof of course enrollment or Copies of course tuition fee receipts and certificates
- Copies of personal information and sign on/off pages of Seamen Book, and
- Copies of proof of their enrolment to Certificates of Competency Class 3 Examination from the Marine Department or proof of their enrolment to Upgrading Course for Certificates of Competency (CoC) Class 3 from the MSTI

## **B. For Maritime Employer**

### **1. Eligibility**

- Contributing maritime employers are eligible to claim reimbursement from the HKMSF for the cost of training paid by them for improving the quality of seafarers employed on vessels covered by HKCBA
- A maritime employer is entitled to reimburse up to 50% of the amount they have contributed to the HKMSF in the immediately preceding year.

## **2. Application Procedure**

- Maritime employers are required to provide information as follows:
  - Names of vessels of which contribution was made,
  - Relevant HSCC invoice numbers, and
  - Copies of official receipts or relevant payment proof (with names of trained employees, name of trained institute and course and tuition fee amount)
- To show seafarers serving on-board Hong Kong flagged vessels benefited directly from the training, a list of trained employees should be attached to the application form. The following information of the trained employees should be stated in the list:
  - Names,
  - Seamen ID/passport numbers,
  - Ranks, and
  - Names of Hong Kong Flagged vessel they served in the past 12 months with date.
- Training courses eligible for reimbursement are listed in Annex I. Maritime symposiums and seminars are considered as non-training functions and should be EXCLUDED from the application.

## **3. Enhancement**

According to the resolutions of the Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust, the following enhancement is implemented with effect from 20<sup>th</sup> April 2022:

- Cadet stipend paid by the contributing maritime employers for cadets of all nationalities shall be considered as the cost of training initiated by them, with effect from 20<sup>th</sup> April 2022.

### **Application Procedure**

Seatime Cadetship for cadets as defined in Addendum of HKCBA is included in the list of Training Courses Eligible for Reimbursement (Annex 1). Maritime employers are required to provide the following information for reimbursement:

- Proof of the relevant payments of stipend
- Cadet's Hong Kong Identity Card or Passport number
- Copies of cadet's SEA

**\*The Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust shall have the power in its discretion to approve application and decide the amount approved thereof.**

(Updated on 28<sup>th</sup> November 2022)

## **Annex 1 Training Courses Eligible for Reimbursement**

1. Engine Room Simulator
2. Shipboard Safety Officer
3. Accident Investigation
4. MARPOL
5. Maritime Resource Management
6. Leadership / Command course
7. Commercial Knowledge course
8. Port State Control
9. Tanker Vetting Inspection
10. Bridge Team Management
11. ICE Navigation
12. Bulk Carrier Safety and Inspections
13. Weather Routing
14. Crew Safety
15. Crew English
16. Engine Room Emergency Management
17. Engine Room Team Management
18. Bridge Maneuvering & Engine Control
19. Auxiliary Diesel Engine and Maintenance Course
20. Hydraulic for Engineers
21. Engine room Machinery Maintenance
22. Reefer Container Maintenance Course
23. Marine Refrigeration & Air-conditioning
24. Electronic Chart Display and Information System (ECDIS)
25. Seetime Cadetship for cadets as defined in Addendum of HKCBA

(updated on 20<sup>th</sup> April 2022)