



POLITECHNIKA MORSKA W SZCZECINIE  
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POLITECHNIKA MORSKA SZCZECIN POLITECHNIKA MORSKA SZCZECIN POLITECHNIKA MORSKA SZCZECIN

**Dear Sir/Madam,**

We kindly request that you allow ..... - a student from  
(name and surname)  
the Faculty of Navigation at the Maritime University of Szczecin, to undertake their scheduled seagoing service aboard your vessel.

The Maritime University of Szczecin provides education in accordance with the requirements of the International STCW Convention, which establishes standards for training, certification and watchkeeping for seafarers. According to the convention, our University is obliged to monitor and supervise approved onboard training, which is an integral part of the education programme. Therefore, cooperation with your company is crucial for us.

We ask the shipowner to ensure that the training on board the vessel will comply with the requirements of the STCW Convention, including monitoring progress, supervising the trainee, and assessing the skills and competencies achieved. The student will have the opportunity to perform the tasks specified in the approved Training Record Book.

Attached, please find a draft declaration in which you commit to providing appropriate conditions for the execution of the maritime practical training for our student.

Yours sincerely,  
Vice-Rector for Maritime Affairs

### **Shipowner's Declaration Regarding the Conduct of Training on Board**

The shipowner or their authorised representative commits to providing conditions necessary for the execution of maritime practical training in accordance with the requirements of the STCW Convention.

1. The trainee, regardless of their position, will be able to undertake the mandatory training required for the Certificate of Officer of the Watch on ships of 500 gross tonnage or more, in accordance with Section A-II/1 and the guidelines of Section B-II/1 of the STCW Code, as well as the requirements of Section A-VIII/2 and B-VIII/2 of the STCW Code regarding watchkeeping duties.
2. On board the ship, conditions will be provided to enable the trainee to participate in an approved practical training programme, covering the tasks specified in the Training Record Book. The trainee will be given the opportunity to perform the tasks associated with the seagoing practice and will be supervised and assessed by a qualified officer.
3. Training or assessment by officers will not be conducted during service duties if it could negatively impact the safe operation of the vessel. Training and assessment should take place at times when those conducting it can give their full attention to the trainee.
4. If the company operates its own in-service training programme for trainees, it will not replace or exclude the tasks specified in the Training Record Book, which are supervised by the Maritime University of Szczecin.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Company Seal: \_\_\_\_\_