



PACIFIC MARITIME TRAINING COLLEGE

'Your Training Solution'

Elanese Street, Konedobu
P O Box 656, PORT MORESBY. NCD Papua New Guinea
Telephone: (675) 340 3069 Facsimile: (675) 3210388
Email: pmtcregistrark@gmail.com



Student Guidelines

1. Attendance

Attendance to all classes is compulsory. It is not acceptable to be absent from classes. There will be a roll kept to make sure every student has successfully attended all classes.

Students must fill the student log at the security house before entering the premises. ID cards are to be picked up at the security gate in the morning when you sign in and returned when you sign out.

2. Punctuality

The first class begins at 8:30am. All students are required to be seated in the room before 8:30am. The main door will open at 8:00am and close at 8:20am. Students coming after 8:20am will not be permitted to enter until the start of the next period.

3. Dress and Grooming Guidelines

All students must have a high standard of cleanliness and grooming. Hair should be clean, combed and neatly trimmed or arranged. The college provides a bathroom facility which can be used by students to maintain cleanliness and personal hygiene.

It is compulsory that all students wear their college assigned uniforms every day. Only students who have fully paid their school fees will be issued uniforms. Students without uniforms are required to wear a dark coloured shirt/t-shirt and a dark coloured trouser with proper shoes. Slippers or thongs are not allowed. SOLAS students should either wear their work uniforms or something dark blue in colour that matches the college uniform.

4. Mobile Phones

Mobile phones are to be switched off during classes.

5. Chewing Betelnut

Chewing betelnut is not permitted in the premises.

6. Breaks between Classes

There will be breaks between classes during the day. The breaks fall at 10:00am, 12:00pm (Lunch) and 3:00pm. These are the only times students may exit the classrooms and the premises.

7. Administration Office

Students should report to the front desk for any queries. Any other offices apart from the classrooms are out of bounds for the students.