
MSc Maritime Operations (Continuation) Application Guide

Thank you for your interest in the MSc Maritime Operations (Continuation) from Lloyd's Maritime Academy and awarded by Middlesex University London. Lloyd's Maritime Academy manages applications for enrolment and course fee payments, and you will be submitting your application to enrol via Lloyd's Maritime Academy.

PLEASE READ THIS GUIDE CAREFULLY BEFORE COMPLETING YOUR APPLICATION FOR ENROLMENT FORM.

Please note this course is only available for students who have completed one of the following Lloyd's Maritime Academy Diploma courses*:

- Diploma in Chartering Business
- Diploma in Crew Management
- Diploma in Decarbonisation in Shipping
- Diploma in Digital Transformation in Shipping
- Diploma in Harbour Masters
- Diploma in Heavy Lift and Project Cargo Operations
- Diploma in Logistics Management
- Diploma in Marine Accident Investigation
- Diploma in Marine Engineering
- Diploma in Marine Insurance
- Diploma in Marine Purchasing
- Diploma in Marine Surveying
- Diploma in Marine Surveying of Offshore Units
- Diploma in Maritime Business Management
- Diploma in Maritime Law
- Diploma in Maritime Management & Leadership
- Diploma in Maritime Safety Policies & Regulations
- Diploma in Naval Architecture
- Diploma in Offshore Energy Engineering
- Diploma in Port Management
- Diploma in Ship & Port Agency
- Diploma in Ship Finance & Vessel Ownership
- Diploma in Ship Management
- Diploma in Ship Superintendency
- Diploma in Small Craft Surveying
- Diploma in Tanker Management
- Diploma in Terminal Management

*Some pathways are subject to validation – please contact us for more details

The MSc Maritime Operations is a continuation course from your Diploma whereby you are pre-awarded credits from the Diploma you have studied and then you will earn the remaining credits during your studies to achieve the MSc.

This Application Guide details the process you need to follow and supporting documents you are required to submit in order for your application to be considered by Middlesex University. You should read this guide in combination with the course prospectus (available from www.lloydsmaritimeacademy.com/msc if you do not have it already). Incomplete application forms **cannot** be fully processed so it is important you follow the requirements outlined in this guide.

What do you need to submit as part of your application?

1. Lloyd's Maritime Academy registration and payment form (completed online where you will be asked to upload your *Application For Enrolment Form* and supporting documents outlined below).
2. *Application for Enrolment Form* (an Excel document downloadable from www.lloydsmaritimeacademy.com/msc and to be uploaded as part of your Lloyd's Maritime Academy online registration form).
3. A copy of your latest CV/ resume.
4. Copies of degree and professional certificates including a copy of your Diploma (to be uploaded during the Lloyd's Maritime Academy registration process or emailed):
 - a. Certificates for all higher education qualifications (e.g. bachelors degree, postgraduate diploma, masters etc): A good quality scan, fax or photocopy of official certificates issued to you by the Registry of your previous institution. Please **DO NOT** send originals of your certificates as these cannot be returned to you.
 - b. For other qualifications/ credits: A copy of your course transcript stamped with the institution seal **AND** signed and dated by a member of the institution's Registry, student office or Head of Department.
 - c. In the absence of formal educational qualifications, certain professional qualifications will be considered, with limited exceptions to the requirement permitted when a candidate displays outstanding achievements elsewhere. **Note:** Official notarised translations must also be provided for qualifications certified in a language other than English. We establish the validity and equivalence of qualifications by reference to the NARIC database for comparison of international qualifications.
5. Copy of your passport page showing passport number and photograph (to be uploaded during the Lloyd's Maritime Academy registration process or emailed separately).
6. Passport sized photographs (uploaded electronically during the Lloyd's Maritime Academy registration process).

Depending on your circumstances you may need to also include the following:

7. Fluency in spoken and written English is a requirement for entry to the programme. This can be by English being your mother tongue or you have previously successfully completed an undergraduate or postgraduate qualification at a recognised institution where the medium of tuition and assessment was entirely in English (proof must be provided). Where this is not the case, an unconditional offer cannot be given until you provide satisfactory evidence of your English language ability by:
 - i. A minimum IELTS score of 6.5 (with minimum 6.0 in all four components). You can take this test in any of the centres in British Council offices overseas. Applications should be made direct to the local office. If no office is available, enquire at the British Consular Offices.
 - ii. A minimum TOEFL score of 575 (no less than 4.5 in test of written English) or TOEFL iBT of 90 (with no less than 19 in each component).
 - iii. Or equivalent qualification.

Please only upload/email/courier the documentation that is specifically requested – please do not send additional documentation. **We are unable to return your documentation, so please only provide copies – DO NOT send originals.** Please note that all documents are checked for authenticity with national authorities.

The deadline for submitting all your application information is stated on the application for enrolment form.

Fees

Course Fee

The fee for 2025 entry to the MSc is £10,600/ US\$13,780 plus any applicable VAT or taxes. This can be paid in GBP, US\$ or €, with the Euro price being shown on the GBP invoice and charged at the exchange rate in force at the time of invoicing. When you apply to enrol on the course you will be asked to state the currency in which you wish to pay, which is not changeable once you make your selection. You will also be asked if you wish to pay the remainder of the course fee in a single payment or in instalments (details below).

If your application to enrol is received and your application fee paid prior to 5 September 2025, the full course fee will be reduced by £750/ US\$975 as an early enrolment bonus. For any applications received after 5 September 2025, the full course fee is applicable.

Payment of Course Fees

If you are accepted onto the course, you can pay the course fee by a single payment or in instalments.

VAT

UK VAT is applicable on applications by all UK individuals and UK companies. Invoices for EU individuals and non-VAT registered EU companies will pay VAT at their local VAT rate. All fees listed are exclusive of VAT, GST, sales tax, or any other applicable taxes. Relevant taxes will be added at the point of invoicing. VAT registered EU companies that provide their VAT number with their application, or an individual or company based outside the EU, will not be liable to pay the VAT. A breakdown of the fees for payment by instalments is outlined below.

Single Payment

You will be sent one invoice for the balance of your course fees. This can be paid by credit card or bank transfer, with full details provided on the invoice. The value of the invoice will be:

	Application to Enrol received prior to 5 September 2025	Application to Enrol received after 5 September 2025
Single Payment	£9,850 / US\$12,805*	£10,600 / US\$13,780*

*Plus any applicable VAT or taxes

Payment by instalments

If you choose to pay by instalments, your first invoice will be sent once you are accepted onto the programme (your application fee will be deducted across your instalments), followed by four further instalments. Your invoice can be paid by credit card or bank transfer, with full details provided on the invoice. The value of the invoices and payment invoice dates will be:

	Application to Enrol received prior to 5 September 2025	Application to Enrol received after 5 September 2025
Instalment One Invoiced on acceptance	£3,285 / US\$4,270*	£3,535 / US\$4,595*

Instalment Two Invoiced on 5 th January 2026	£3,285 / US\$4,270*	£3,535/ US\$4,595*
Instalment Three Invoiced on 11 th May 2026	£3,280 / US\$4,265*	£3,530 / US\$4,590*

*Plus any applicable VAT or taxes

If you wish to pay by instalments, you will be required to provide credit card details as a payment guarantee in order to qualify for this scheme.

Payment must be received by Lloyd's Maritime Academy in cleared funds, by the invoice due date or a minimum of four weeks prior to the start of the programme induction, whichever is sooner. Non-payment of fees will result in the withholding of materials and the delay or suspension of your studies.

Interruption Fees

Should you wish to interrupt your studies at any time, (i.e. stop your studies, and then restart them at the same point of the following intake), you will need to request this in writing. A fee may be due for interruption, or you may be required to pay any increase in the fees at the full course rate between the year you originally enrolled onto and the cohort on which you pick up your studies. Full details will be available in your course handbook.

Repeat Module Fees

In certain circumstances it may be necessary for students to pay fees to repeat a module(s). If this is the case you will be advised by Lloyd's Maritime Academy. The fees to repeat a module will be charged pro-rata based on the number of credits the module is worth and the applicable course fees at the time. Please refer to Lloyd's Maritime Academy for details of fees due.

Application Process

What is the process of applying?

When should you apply? Have you got all of your documentation together? If so, then APPLY NOW! The earlier you can apply the better, to ensure you can get a place. The deadline for having received all your required application for enrolment details is **31 October 2025**. However, do not leave it to the last day – as a prospective MSc student we expect to see evidence that you have planned your application and submitted it in good time.

What are the stages of applying:

1. Read the prospectus and ensure you meet the admissions requirements.
2. Ensure you have downloaded the necessary forms from www.lloydsmaritimeacademy.com/msc
3. Collect your required supporting documents.
4. Complete the excel *Application for Enrolment Form* – and save it!
 - a. The *Application for Enrolment Form* requires you to provide detailed information about you, your prior study and qualification, and your work experience. Please ensure you supply detailed, full and accurate information. You must complete every part of the application form that applies to you and that you answer every question as fully and accurately as possible. The form is within an Excel file and the data entry field will resize as you type text or add extra sheets.
 - b. A full description of your current and previous jobs is essential. This is to show your career path, the benefit an MSc can bring to you, and the contribution you can make to the MSc programme. Please remember that we will make a decision based on the information you provide, so make sure you provide all relevant information.
 - c. Detailed listing of your prior qualifications (supported by the certificate copies you upload) are important. In the absence of an academic degree, certain professional qualifications will be considered, and limited exceptions to the requirement are considered when the candidate displays outstanding achievements elsewhere.
5. Complete the online registration and payment form and upload your required supporting documents. You can save your progress in this form and return at another time to upload more documents and complete it, prior to submission.
6. Email any supporting documents you are unable to upload electronically. The contact details are: LETeam@informaconnect.com

What happens after your application for enrolment is submitted?

1. The Lloyd's Maritime Academy online system will email you an acknowledgement when your registration and payment form is received.
2. Lloyd's Maritime Academy will contact you within three to five working days by email to acknowledge receipt of the application form and supporting documents, or to advise on missing documents.
3. Once all the application details are present, your application for enrolment will be considered by the course admission team at Middlesex University. This can take up to a maximum 30 days, but is usually a lot shorter, and once completed Lloyd's Maritime Academy will notify you of the University's decision by email. You may be contacted to undertake a telephone interview during this time.
4. If your application is successful, you will be emailed to confirm this, along with your course fee invoice from Lloyd's Maritime Academy.
5. When Lloyd's Maritime Academy has received your payment, you will be contacted by Middlesex University with further information about commencing the course.

6. In November 2025 Lloyd's Maritime Academy will send you pre-commencement information about the learning management system and the programme handbook.
 - a. The Programme Handbook will provide all the information you need to support you through your studies. Contact details of tutors, assessment plans and criteria, additional learning resources and the programme timetable are supplied for you to refer to throughout the programme. Access to the handbook will be provided once you are approved, enrolled and have paid fees due which should be at least two weeks before the course starts.
7. In November 2025 we will send you an enrolment email with your login details. It is important you promptly follow the information and instructions provided in this communication.
8. 18 November 2025 – Online Programme Induction commences – ensure you login promptly to meet fellow participants, the course team, understand how the online learning portal works, and get introduced to the learning format.

Queries

We hope that you find the explanation of our admissions requirements and procedures helpful. If you have any queries or difficulties concerning this application, please contact us via LETeam@informaconnect.com; or Tel +44 (0)20 8052 0689

Disclaimer

Every effort has been made to ensure that the information contained within this Application Guide is correct. However, Lloyd's Maritime Academy and Middlesex University do not accept any liability for any errors that it may contain, or for any subsequent changes to the Programme, University or Government policy that may affect the information given.

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Terms and Conditions

For full details of the enrolment terms and conditions, please see here: <https://informaconnect.com/msc-maritime-operations/terms-and-conditions/>