



# The London



# International Shipping

# Summer School 2011



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# The International Shipping Summer School

The International Shipping Summer School is one of the oldest shipping summer schools in the UK. Amongst its speakers are senior advisers to both the British government and the European Union. The summer school offers an intensive programme of study for those interested in international shipping at a very competitive price. In 2011 it will run from 13th June –1st July. The course lasts three weeks and takes place in the City of London. The course covers many topics which include:

- World trade and the demand for shipping, major commodity flows and seasonal variations. The effect of freight tariffs and agreements.
- The ship - conflicting requirements for cargo and safety. General features of ship design, ship types for different cargoes and trades.
- The need to load, discharge and measure cargo.
- Organisations involved in shipping, types of owner and company structure for the different trades. Cost structures and techniques to minimise costs. Shipping finance
- Tramp markets, supply of tonnage, freight rates, the oil and bulk trades. Methods of employment for a vessel. The role of the shipbroker in obtaining the best match of employment for a vessel or carriage for a cargo.
- Liner trades, conferences and consortia, the ship as one part of a unified transport system; road, rail and air transport, the port as interface between multimodal transport systems
- The principal types of marine insurance The roles of the insurance broker and underwriter
- Port operations, management , administration and maritime fraud.

There are also hosted visits to a major port near London, Lloyd's, the CMA at Dover and to the IMO.

All the talks are given by expert practitioners in their field, some of whom have retired and are now academics or are advisors to governments. For example, the marine insurance talk is given by a retired working member of Lloyd's who has over 40 years' experience of dealing with marine claims and who has recently published a book on marine insurance. Maritime fraud is dealt with by a speaker from the International Maritime Bureau, which is part of the International Chamber of Commerce. The lecture on Port Operations is given by the author of the standard reference book on "Sea Transport - Economics and Operations" and "Port Operation and Management". The topics of vessel employment, chartering and the role of a shipbroker are given by a director of a ship broking company, who is also an arbitrator, maritime advisor to an African Government and a member of the Baltic Exchange. The lecture on Trading Qualifications and Operational Procedures for Ships is given by a highly respected commodities expert.

The engineering side of the course is given by a senior examiner for the Department of Trade. Ship management and liner trades talks are in the hands of a retired ship's captain [who now manages a steam tug as a hobby] who also conducts the Summer School's visit to the Port of Tilbury. The lectures on world trade, international shipping organisations and possible future shipping trends are given by a former ship's captain who was active in the shipping market representing shipowners and who now lectures at several academic centres, including London Metropolitan University.

### **WHO SHOULD ATTEND?**

The course is suitable for:-

- 1 Those who wish to follow a career in shipping or have an interest in the subject.
- 2 Those who have worked in shipping or related areas for some time and wish to obtain a wider view of the industry and the role of City institutions within it.

### **CONDITIONS OF ADMISSION**

There are no conditions of admission other than those set out on page 12 and the ability to speak good English as all lectures are given in English.

### **LOCATION**

The summer school is held at:  
**73 Great Eastern Street**  
**London EC2A 3HR**  
**United Kingdom**

### **CERTIFICATES**

A Statement of Attendance is issued to participants whose attendance is satisfactory.

### **THE COST**

£1435 per person. This does not include accommodation, travel within London and normal meals. It does include cost of all visits outside London and associated meals.

# London International Shipping Summer School 2011 Timetable

Day	Date	Time	Subject	Lecturer
Monday	13 <sup>th</sup> June	10.00-10.30	Registration	
Monday	13 <sup>th</sup> June	10.30-11.00	Introduction to Course	B.G.Jervis
Monday	13 <sup>th</sup> June	11.00-13.00	Introduction to Shipping and ship design and layout	Capt J. Chapman
Monday	13 <sup>th</sup> June	14.00-16.30	Ship Sale and Purchase	Rita Barnish
Tuesday	14 <sup>th</sup> June	09.30-13.00	World Trade - Demand for and the Supply of Shipping	Prof P.M.Alderton
Tuesday	14 <sup>th</sup> June	14.00-13.00	Port Operations	Prof P.M.Alderton
Wednesday	15 <sup>th</sup> June	09.30-13.00	Lloyd's and Marine Insurance Markets*	B.G.Jervis
Wednesday	15 <sup>th</sup> June	14.00-16.30	Visit to Lloyds*	B.G.Jervis
Thursday	16 <sup>th</sup> June	09.30-13.00	Shipping Law – Salvage and the arrest of ships	Susan Hawker
Thursday	16 <sup>th</sup> June	14.00-16.30	Marine Policy & the Supply of Shipping	Prof P.M.Alderton
Friday	17 <sup>th</sup> June	Leave 8.45	Visit to MCA Dover***	B.G.Jervis
<b>Second Week</b>				
Monday	20 <sup>th</sup> June	09.30-11.00	The Role of Customs in International Trade	Geoffrey Whittingham
Monday	20 <sup>th</sup> June	11.15-13.00	Trade Finance	Marilyn Rushton
Monday	20 <sup>th</sup> June	14.00-16.30	Salvage	Jason Bennett
Tuesday	21 <sup>st</sup> June	09.30-13.00	Ship Types for Different Trades	Thomas Still
Tuesday	21 <sup>st</sup> June	14.00-16.30	Machinery and Fuel	Thomas Still
Wednesday	22 <sup>nd</sup> June	09.30-13.00	Trading qualifications and operational procedures for ships	W. King
Wednesday	22 <sup>nd</sup> June	14.00-16.30	Ship Finance	Marilyn Rushton
Thursday	23 <sup>rd</sup> June	09.30-13.00	Shipping Organisations	Capt B. Sanderson
Thursday	23 <sup>rd</sup> June	14.00-16.30	Liner Trades	Capt B. Sanderson
Friday	24 <sup>th</sup> June	09.30-13.00	Maritime Fraud	Michael Howlett
Friday	24 <sup>th</sup> June	14.00-16.30	Visit to the IMO*	B. G. Jervis
<b>Third Week</b>				
Monday	27 <sup>th</sup> June	09.30-13.00	Short Sea Shipping	Dr M Rowlinson
Monday	27 <sup>th</sup> June	14.00-16.30	Possible Future Trends in Shipping	Dr M Rowlinson
Tuesday	28 <sup>th</sup> June	09.30-13.00	Role of the ship broker, port agent and the Baltic Exchange	J. Blum
Tuesday	28 <sup>th</sup> June	14.00-16.30	Vessel Employment Methods and Tanker Chartering	Nick C De Spon
Wednesday	29 <sup>th</sup> June	Leave 0 9.00	Visit to Tilbury Docks, VTS at Gravesend and to the steam tug Portwey **	Barrie Jervis
Thursday	30 <sup>th</sup> June	09.30-13.00	Ship Management	Capt B. Sanderson
Thursday	30 <sup>th</sup> June	14.00-16.30	Dry Cargo Handling & Stowage	Capt B. Sanderson
Friday	1 <sup>st</sup> July	10.30-12.30	Maritime Labour	Dr D.Glen
Friday	1 <sup>st</sup> July	12.30-----	Presentation of Certificates and post course reception	B.G.Jervis

For all visits a proof of identity will be required. Acceptable proofs of identity are: passports and photo ID cards issued by state organisations as well as driving licences containing your address, photograph and signature. Please note that Company/ University ID cards might not be acceptable by the organisations that we are visiting.

\* For visits to Lloyd's of London and IMO you must wear smart/ business dress (absolutely no trainers, jeans or sweatshirts in any form or shape or any thing that looks like them – for men a suit or a jacket, smart slacks, shirt collar tie and smart shoes – for women smart trousers/skirt, blouse/jumper, jacket/light coat and smart shoes). Entry will be refused if you are not suitably dressed and flash photography is not permitted! We will be travelling by public transport so a London Underground ticket will be required.

\*\* For the visit to Tilbury and the Portwey ladies should wear trousers as you could be climbing ladders. All participants should bring something warm to wear such as a jumper or cardigan because even on a hot day it can be cold/windy at a port.

\*\*\* The visit to Dover will end at St Margaret's Bay where a late snack lunch will be provided and some sun bathing indulged in (weather permitting) eta back in London 18.30ish (traffic permitting)

# Speakers

## **Barrie Jervis**

(Course leader and lecturer on Marine Insurance and Lloyd's)  
BA(Hons), FCII, FCI Arb, DipIC Arb Chartered Insurance Practitioner and Arbitrator

A retired vocational member of Lloyd's, a supporting member of London Maritime Arbitration Association and a member of the British Insurance Law Association. He started work at Lloyd's in 1961 adjusting marine and aviation claims for a Lloyd's syndicate and was claims manager, director and deputy underwriter for various syndicates from 1968 until 1988. From 1989 until his retirement on health grounds in 1992 he was company secretary, compliance officer and finance director of a Lloyd's underwriting agency. From 1975 he has been a tutor for the Chartered Insurance Institute Tuition Service in marine, aviation, financial regulation and re-insurance subjects. He was a senior examiner for 10 years for both Associate and Fellowship subjects of the Chartered Insurance Institute qualifying exams. A visiting lecturer at the Chartered Insurance Institute's College of Insurance for the last thirty years, he was the author of the Associate and Fellowship course books published by the Chartered Insurance Institute from 1976 - 1992 approximately 15 books. His latest book on marine insurance was published in the autumn of 2005 (Reeds Marine Insurance). He has since 1995 lectured at London Metropolitan and other universities / colleges within the United Kingdom and Europe on marine insurance, arbitration and maritime law and financial regulation. He has lectured on European Union funded insurance training programs in Russia and Vietnam and is a member of the IMO panel of experts. He has also lectured on marine, aviation, financial regulation and reinsurance for the Chartered Insurance Institute in the Caribbean, Turkey and Mexico. He also acts as an arbitrator and expert witness in insurance and trade disputes internationally. His next book on the Law of General Average will be published in about 2 years time.  
Contact details - via the contact page on Loniss.com

## **Professor Patrick Alderton**

(Port Operations and Maritime Safety)

Having qualified as an Extra Master after serving in most of the major ship types, Patrick spent a few years lecturing to ship's officers in London. In the 1970s he moved to the Business Department at what was to become the London Guildhall University and taught on the commercial transport courses and where he was appointed as a CNAA Research Degree examiner. In the late 1980s he moved to The World Maritime University in Sweden as the Professor of Ports and Shipping. During this time he produced over 100 articles and papers and since retiring has produced a New Edition of his standard book "Sea Transport - Economics and Operations" and a book on "Port Operation and Management"

Contact details: mapalderton@msn.com

## **William King**

(Trading Qualifications and Operational Procedures for Ships)

Left his job as a sales and marketing executive in the City of London Division of Greenaways, a security-printing subsidiary of Lonhro Plc. in 1980 to become assistant secretary to the Sugar Association of London (SAOL) and the Refined Sugar Association (RSA) the two global contract issuing and arbitral authorities for sugar. Responsible for the management of the supervision and sampling of all raw sugar and for the rules and regulations of the associations, which

provided for the proper conduct of the international Sugar Trade, including international arbitration hearings.

In addition from 1981 to 1986 Secretary to the Federation of Commodity Associations, educational consultant and lecturer to the European Commission and ITC of the UN in Geneva. In 1986 he moved to become the assistant secretary of the Federation of Oils, Seeds and Fats Associations (FOSFA). Course Director trade education programme. Secretary to the Technical Committee and Standards Committees. From 1992 to 2001 he was the secretary to the Oils and Fats Technical Committee of the International Standards Organisation. (ISO/TC34 SC/11). In 2001 he was awarded the British Standards Institution, Distinguished Service Award for the development of British, European and International Standards. Since 1995 he has been an External Lecturer and Examiner London Guildhall University and London Metropolitan University for the MSc International Trade and Transport and in December 2002 was awarded an Honorary Master's Degree in Science from London Guildhall University for contribution to the MSc in International Trade and Transport. Since his retirement in 2002 he has been involved in education and is a commodity trade consultant and commodity trading lecturer.

Freeman of the City of London, A Past Master of the Worshipful Company of World Traders and a Liveryman of the Worshipful Company of Tallow Chandlers.

Contact details - [algarking@waitrose.com](mailto:algarking@waitrose.com)

### **Jeffrey Blum**

FICS FCI Arb AIMC

(Role of Shipbrokers, Port Agent and the Baltic Exchange)

He has been involved in shipping and trading since 1972. He has worked with shipbrokers, charterers, shipowners and ship operators, Lloyd's underwriters, gasoil futures brokers and commodities traders, both in London and abroad. He has been a member of the Baltic Exchange since 1976 and an individual member since 1994. In 1979 he qualified as a Fellow of the Institute of Chartered Shipbrokers (ICS). He is a Fellow of the Chartered Institute of Arbitrators and a Supporting Member of the London Maritime Arbitrators Association and has been an arbitrator (both sole and tribunal) since 1994. He is also a Member of the British Maritime Law Association, a founding Council Member of the International Commodities and Shipping Arbitration Service and an Associate of the Institute of Management Consultants. He is a Past Chairman and current Education Officer of the London Branch of the ICS and a member of its International Controlling Council. He has been a lecturer in shipping and law since 1984 at several universities and colleges in London, Cambridge, Southampton, Plymouth and Newcastle and has conducted many tailor-made in-house training courses for up to five days in Europe, the Far East (including for BIMCO Master-class Workshops) and Africa (including for the Nigerian Government), covering all main aspects of shipping, the prevention of problems and the resolution of maritime and commercial disputes. He is also the Managing Director of Interlink International Trading (UK) Ltd, which he created in 1994 to handle commercial and maritime claims for clients both in the UK and abroad. He speaks German, Swiss-German, French and some Italian. A visiting lecturer at the World Maritime University in Malmo and at the Shanghai Maritime University, he is also one of the founding directors of Maritime Education & Training Limited (METL), which provides evening class tuition in London to prepare students for the annual exams of the ICS, for whom he also lectures.

Contact details- [jeffrey@IntlinkInt.com](mailto:jeffrey@IntlinkInt.com)

**Capt. Barrie. R Sanderson,**

( Dry Cargo Handling and Stowage, Liner Trades) B.A., Master Mariner (Ret)

With 14 years experience as a deck officer and training officer for British India Steam Navigation Co, he also had responsibility for appointment of navigating and engineering personnel. In 1982 he gave up his sailing career to teach navigation at the then City of London Polytechnic (now the London Metropolitan University) although he still retains a close touch with the sea as master of the steam tug PORTWEY.

(1927 built coal fired twin screw)

From 1990 until his retirement in 1998 he was the course organiser for the Certificate in the Commercial Operation of Shipping at the London Guildhall University (now the London Metropolitan University).

He has been an examiner for the Chartered Institute of Management Accountants and Institute of Chartered Shipbrokers (Liner Trades). From 1982 - 1987 he was involved in a research project on Computer Assisted Learning. The author of 'Liner Trades', for the Institute of Chartered Shipbrokers. He was from 1980 - 1990 Co-Editor, Various shipping publications and in 1998 wrote 'UGANDA, the Story of a Very Special Ship'. The account of the life of the Cargo Liner / Educational Cruise / Hospital / Troop Ship S.S. UGANDA, British India Steam Navigation Co. Ltd. / P.& O. Steam Navigation Company. Contact details - B2Sanderson@aol.com

**Geoff Whittingham**

(Role of Customs in International Trade) ACIB, International Trade Development Liaison Officer.

Having taken early retirement from HSBC Bank plc (formally Midland Bank plc) in 1999 where he had worked for 35 years the last 22 years as a Manager in the retail sector he joined HM Customs and Excise (now known as HM Revenue and Customs) as a Customs Officer involved in post clearance auditing of international trade shipments, in particular Common Agricultural Policy (CAP) goods. For the last 5 years he has been one of a small group of International Trade Development Liaison Officers (ITDLO) based around the country that provide the 'big picture' to businesses and identify how Customs development will impact on individual organisations. In addition he facilitates business in the implementation of new International Trade structures and systems, making recommendations to enhance those structures and systems in line with known International trade developments and changes.

**Michael Howlet**

(Maritime Fraud)

After working in a bank in the City of London for just over a year, he went to university and completed a degree in Politics and Economics. After a short career with the Civil Service he joined ICC-International Maritime Bureau (IMB) in May 1994. He is an Assistant Director of the IMB. He has investigated a number of cases relating to cargo losses and phantom ships. He is also actively involved in the prevention and investigation of documentary letter of credit frauds. Such frauds have ranged from identifying systematic fraudsters to scenarios whereby banks have been targeted by colluding parties. He also heads the Transit Fraud Division (TFD) of the IMB. The TFD is a joint project with the International Road Transport Union or IRU. The TFD was created to identify transit fraud losses and offer proposals for prevention. Through the TFD's quarterly reports and data analysis, he has identified a number of important trends relating to transit fraud loss and fraud in Europe and the former Soviet Union. He has travelled on investigations to a number of countries, spoken at numerous conferences and seminars worldwide and written papers on areas connected with the subject of fraud, thefts and malpractice in international trade and has addressed the IMO on piracy.

### **Capt J Chapman**

(Introduction to Shipping and Ship Design and Layout)

Following a seagoing career spanning a total of 27 years as a deck officer serving on naval support vessels, bulk cargo ships and offshore supply vessels culminating in command of various deep sea oil tankers operated by Mobil and Shell, Jim Chapman fulfilled various shore going appointments in the marine industry. These appointments included superintendent of four double hulled VLCCs' and an FSO stationed off West Africa, Nautical Advisor in Mobil's ship vetting group cargo superintendent of an FPSO stationed off Brazil and Technical Superintendent responsible for two new build Aframax Tankers for a major Russian Shipping Company. From May 2005 till present Jim has fulfilled the roles of Port Information Superintendent and Marine Standards Superintendent with BP Shipping Ltd. During his time with the Ports and Terminals Group, Jim was instrumental in developing the current version of the Port Clearance Decision Matrix used to determine Port Clearance requirements for vessels fixed to fulfill BP Group requirements, Marine Assurance procedures for STS Operations, implementation of vapour balancing procedures for reverse lightering operations in the Rotterdam Port Area and the development and implementation of the Residual Under Keel Clearance procedure for BP Shipping controlled vessels.

### **Dr. Merv Rowlinson**

(Coastal and Short Sea Shipping, Possible Future Trends in Shipping) :

BA. Hons, Certificate in HE Lecturing; M.Phil Shipping & Development; PhD Maritime Business, a qualified railway signaller and ships safety officer. Following his retirement in January 2009 from the post of principal lecturer on, and course director of the MSc International Trade & Transport and Certificate in Commercial Operation of Shipping at the London Metropolitan University, he set up his own consultancy specialising in transport economics, logistics and management, intermodal and coastal shipping. He has acted as an expert witness on Competition Commission enquiries. He has produced over 17 papers for various shipping and business conferences world wide ranging from "rail freight" via "small ships in the supply chain" to "a study of competitive change in container line shipping". He has over 12 publications to his name including his latest "The Green Highway: Coastal Shipping, the Alternative to Road Congestion". (New Jersey: Mellen Press). He has over 20 years teaching experience including Merchant Navy College, Warsash Maritime Centre, Southampton. He spent 9 years at sea, including tankers and tugs before starting an academic career and is currently a visiting lecturer at the Copenhagen Business School.

Contact details - mervmarin@googlemail.com

### **Dr David Glen**

(Maritime Labour)

He obtained his PhD in Economics from the London Business School in 1987. Since then he has held mainly research and teaching posts in colleges and universities around London. From 1995 to 1998 he was the Research Fellow at the School for Foreign Trade. Since 1998 he has been Reader at Centre for International Transport Management, London Guildhall / Metropolitan University. He maintains the database on UK officers and undertakes research for the Department of Transport on UK Seafarers. He has over 30 publications to his name from his first in 1981 "On the relationship between Spot and Time Charter Rates for Oil Tankers, 1970-77." Journal of Transport Economics and Policy, via "The

UK Economic Studies, volume 2, no 1, October 1990. to his latest "UK Seafarers Analysis 2009" . He has researched the shipping industry for over 10 years and in June 2007 will be presenting a paper to the EU Maritime Safety Agency in Brussels. A member of the Editorial Board of Maritime Policy and Management since June 1998 and a Council member of International Association of Maritime Economists from 1998 to 2002. He has also given evidence to several House of Commons Select Committees relating to the shipping industry in recent years.

### **Marilyn Rushton**

(Ship Finance, Trade Finance)

A member of the Inner Temple she has an MA in International Comparative Law and an MSc in Business Systems Analysis. As an account officer for Manufacturers Hanover Trust she managed problems loans and large corporate clients mainly in the shipping and finance area. She then passed her bar exams and started on a lecturing career dealing with Maritime Arbitration, Shipping Finance, Law of International trade and Law of Carriage of Goods by Sea.

### **Susan Hawker**

(Salvage and the arrest of ships)

Principal lecturer in International Trade and Shipping law at London Metropolitan University. Course leader for the post graduate distance learning diploma in Maritime Law, offered by the University and Informa plc. She is also an examiner for the Grain and Feed Trade Association ("GAFTA") and a lecturer for the Institute of Chartered Shipbroker's courses for their qualifying examinations. A founding member of the London Maritime Law & Policy Group ("LUMPL). In addition, Susan is a visiting lecturer at the London Law Centre of the University of Notre Dame (South Bend, Indiana, USA), and at Cass Business School, City University School of Engineering, Copenhagen Business School, and BCA Athens, teaching on postgraduate and professional shipping courses. In September 2009, Susan spoke at the Women in International Shipping & Transport Association's ("WISTA") annual conference, held at the IMO here in London. More recent seminar contributions include a panel debate organised by WISTA at the London offices of Reed Smith LLP, and a presentation at a symposium on piracy at Plymouth University.

Recent publication: a chapter on International Sale of Goods, to be published in a book on Commercial Law, edited by Professor Jason Chuah (Pearson, 2010).

### **Thomas Still**

(ship types for different trades and machinery and fuel )

Having obtained his OOW / Unlimited he has served in that capacity on colliers, general cargo vessels, surveying vessels and bulk carriers both crude and dry. Having spent several years working for BP on shipping management he now works for ACM Shipping as a shipbroker. He also teaches on the ICS courses

### **Rita Barnish**

(Ship Sale and Purchase)

She started her shipping career in with Raphaely International (Trading) Ltd, London as a dry cargo commodity trader. She became involved in all aspects of the dry cargo trade mainly dealing in grain and sugar shipments up to 50,000 m/tons

She handled all the negotiations through to charter parties, chartering of vessels and including the calculation of demurrage and despatch. She became a Fellow of the Institute of Chartered Shipbrokers in 1996. In early 1994 she was transferred to New York USA to set up a new transport/distribution system in the States of New York and New Jersey covering the importation of mainly medical items into the U.S.A. from the Far East by containers. She has dealt extensively with the Port of New York Authorities including the FDA. Two years later she returned to the London office to commence a new long-term project involving the transportation and chartering of LPG from the Middle East to India.. In the mid 90's she became very involved with the Educational side of the Institute of Chartered Shipbrokers and speaks regularly for the Institute on Ship Sale and Purchase. In 2002 she became one of the founding directors of Maritime Education & Training Limited (METL), which provides evening class tuition in London to prepare students for the Professional Qualifying Examinations leading to membership of the Institute of Chartered Shipbrokers and is currently involved with the sale and purchase of ships.

**Nick C De Spon,**

(Vessel Employment Methods, Dry Cargo and Tanker Chartering)

Having spent 15 years at sea from Apprentice to Master Mariner on General Cargo ships, Bulk Carriers and latterly Tankers Nick came ashore to work in Marine Surveying, Expediting and Cargo Inspections around the world culminating in a two year stint in Russia in the early 1990s. Two years as Technical Editor for the shipping magazine Fairplay broadened his knowledge of the wider shipping scene and added to his experience of the global shipping picture. He now works in London in shipping operations for the oil major Chevron and regularly lectures both internally and outside on the Oxford Princeton program and to ICS students on a variety of oil and tanker related subjects.

Contact details: DespoNC@chevron.com

**Jason Bennet**

(Salvage)

As the manager of the SMIT Salvage BV office in London, operates from a central location within the City. He is in daily contact with the London marine market, providing a link between it and the wider SMIT Salvage and other SMIT company divisions. Daily activities range from general representation, both within and outside London and the UK areas, to dialogue on specific operations and commercial aspects. The London manager will also actively participate any SMIT Salvage operation in the UK. Prior to joining SMIT Salvage, Jason Bennett was, for 7 years, a London-based marine surveyor and consultant. In this role he supported most aspects of the market but with particular emphasis on the P&I and liability market. During this period he travelled abroad attending casualties including notable cases such as the "Erika", as well as providing expert witness and litigation support services from within London. During a 14 year sea career prior to this, Jason Bennett gained his Master Mariner's certificate, sailing on a variety of vessel types, predominantly in support of the Royal Navy but also latterly on cruise vessels, operating globally. He has a wide experience in tanker operations and also ammunition and logistics support vessels amongst others."

# Accommodation

Set out below, for information only, is a list of accommodation offered in or near London for anyone attending the Summer School. Neither the Summer School organisers nor the College of Central London are in any way endorsing or recommending or otherwise accepting any responsibility for the quality &/or suitability of any accommodation offered by the organisations set out below and this list is to be used ONLY on that understanding.

## Private Accommodation

### Perfect Host Homestay

Tel: +44 (0) 20 8514 3801

E-mail: admin@perfecthomestay.co.uk

Web-site:- www.perfecthomestay.co.uk

### Hosts International

Tel: +44 (0) 20 7323 5244

Fax: +44 (0) 20 7323 5238

E-mail: info@hosts-international.com

Web-site:- www.hosts-international.com

### Global Hosts

Tel: +44 (0) 20 8532 2100

Fax: +44 (0) 20 8532 2111

E-mail: cambs@global-hosts.com

Web-site:- www.global-hosts.com

### Globalien - International Student Service

Tel: +44 (0) 7050 676 004

E-mail: info@globalien.com

Web-site:- www.globalien.com

### UK guests Ltd

Tel: +44 (0)20 8558 4466 or 0800 232 1702 (UK only)

Fax: +44 (0)20 8558 9980

E-mail: info@UKguests.co.uk

Web-site:- www.ukguests.co.uk

## University Halls of Residence

**The London Metropolitan University** ( student flats are available during the summer)

Address-The Arcade,385-401 Holloway Road,London N7 0RN,United Kingdom

Tel: +44 (0)207 607 5415

E-mail: arcade@londonmet.ac.uk

# Hotel Accommodation

All the hotels listed below are within “reasonable” travelling distance of the summer school location. The telephone numbers given are for dialling from within the United Kingdom. Any one dialling from outside the UK should delete the leading 0 and substitute 44 thus 020 7300 4300 becomes 4420 7300 4300.

## **Express By Holiday Inn**

[www.hiexpress.co.uk](http://www.hiexpress.co.uk) - Telephone - 0207 300 4300 -

## **Travelodge London City Road**

Telephone - 0871 984 6333

## **Thistle City Barbican**

[www.thistlehotels.com](http://www.thistlehotels.com) - Telephone - 0871 376 9004

## **Novotel London Tower Bridge**

[www.accorhotels.com](http://www.accorhotels.com) - Telephone - 0207 265 6000

## **196 Bishopsgate**

[www.196bishopsgate.com](http://www.196bishopsgate.com) -Telephone - 0207 621 8788

## **Apex City of London Hotel**

[www.apexhotels.co.uk](http://www.apexhotels.co.uk) - Telephone - 0207 702 2020

## **Renaissance London Chancery Court Hotel**

[www.marriott.com](http://www.marriott.com) - Telephone - 0207 829 9888

## **The City Hotel**

[www.cityhotellondon.co.uk](http://www.cityhotellondon.co.uk) - Telephone - 0207 247 3313

## **The Hoxton Hotel** (This has the advantage of being about 40 yards from the college)

[www.hoxtonhotels.com](http://www.hoxtonhotels.com) Telephone - 0207 550 1000

## In addition there are general London hotel booking web sites

### **Sletoh**

[www.sletoh.com](http://www.sletoh.com) - Telephone - 0207 749 4878

### **Diytravel**

[www.diytravel.co.uk](http://www.diytravel.co.uk) - Telephone - 0207 183 7183

# International Shipping Summer School 2011

## APPLICATION FORM

Please type or write in **BLOCK CAPITALS**

**THE CLOSING DATE FOR APPLICATIONS IS 1<sup>st</sup> JUNE (unless by special agreement)**

**Please note that there is an upper limit of 33 participants so early application is essential. Preference will be given to those applicants who pay in full with their application**

### 1. Participant details

Family name \_\_\_\_\_ Male/Female

First names \_\_\_\_\_

Home address in full \_\_\_\_\_

\_\_\_\_\_

Address to which communications should be sent (if different)

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone no \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Nationality \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Your name as it should appear on your statement

\_\_\_\_\_

Name of university or college and course studied

\_\_\_\_\_

Professional and academic qualifications \_\_\_\_\_

Name of employer, sponsor and their job title \_\_\_\_\_

Where or from whom did you learn of the Summer School?

\_\_\_\_\_

Where and for how long have you studied English? \_\_\_\_\_

\_\_\_\_\_

## 2. Payment

I am sending £ \_\_\_\_\_ now in payment of (please tick)

- Full course fee (£1435)
- Course deposit (£150)

### **Payment to be made by the following method, made payable to the College of Central London**

Cheque or bank draft enclosed (for bank transfer see below)

Cheque, bank draft or bank transfer to be sent separately (please see details below).  
If paying by bank transfer £15 should be added to the above fees in order to cover UK banking charges

The balance of the course fee is payable not later than **Wednesday 1<sup>st</sup> June 2011**

**I have read and agree to the conditions of admission set out in section 3 overleaf**

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Please return the completed form to:**

**College of Central London  
73 Great Eastern Street  
London EC2A 3HR  
United Kingdom**

**Tel: +44 207 739 5555  
Fax: +44 207 739 9005  
Email: ccl@btinternet.com**

**For bank transfer please use the following :-**

**Bank : Barclays Bank  
United Kingdom House  
7th Floor 180 Oxford Street  
London BX3 2BB  
Account N<sup>o</sup> :- 00798185  
Sort Code :- 20-77-67  
IBAN N<sup>o</sup> :- GB55BARC 20-77-67 00798185  
SWIFT CODE :- BARCGB22**

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## **ENQUIRIES**

**All Enquiries to the course director B.G.Jervis :  
jervisbarringtong@compuserve.com or use the contact form at:  
<http://www.loniss.com/contact.html>**

**Or by text to +44 7831856201**

### 3 CONDITIONS OF ADMISSION

All prospective students must read the following conditions before they sign the application form.

1. The College reserves the right to refuse any application for admission for any reason whatsoever.
2. Deposits and tuition fees are not refundable in part or in total. The ONLY exception s where a student enrolling from overseas is refused an entry visa or entry clearance from the British Embassy or Commission, provided that this refusal is substantiated by a copy of the refusal in writing. In this case refunds of fees will be subject to a deduction of £50 for administration expenses. In cases where another party on behalf of the student has paid the tuition fees, then the student must obtain a formal Power of Attorney signed and witnessed by a Solicitor or Notary Office authorising payment to a third party.
3. Notwithstanding Clause 2, students who have to return to their country for personal reasons may transfer their fees or deposits to start at The College of Central London at a later date. In some cases students may be allowed to use them as part payment for a new student they introduce to the College. This new student will then become responsible for payment of the outstanding fees. The student applying for a refund must produce evidence of arrangements made to return home. This arrangement is made at the discretion of the College.
4. The College provides tuition for students from overseas in strict accordance with the conditions that the students have agreed to abide by when obtaining a UK student visa. Any non-compliance with these conditions (unless explained by medical or any other relevant documentation) may result in the student being dismissed and the relevant authorities being informed.
5. All tuition fees must be paid in accordance with the Procedure for Registration and Enrolment of Students. Should the student make late payment on any instalment due, or default on any of these conditions, or fail to attend in class to the satisfaction of the College, then the instalment facility will cease at once, and the whole of the balance payable for the tuition fees shall become immediately due, whether or not the student continues in class.
6. All college fees are for tuition only, unless otherwise stated. Examination fees are additional unless otherwise stated.
7. The College reserves the right to change lecture times or to alter or vary at any time from the published course outline.
8. The College reserves the right to merge certain classes with other classes of the same academic level, at any time.
9. The College reserves the right to alter or amend its internal Certificates or Diplomas.
10. In the event of any Act of God, war or political or industrial unrest that may cause the temporary cessation of tuition, the College will ensure that students recommence studies at the College (or its associated colleges) as soon as possible. In such an event, students will be provided with any extra tuition necessary to prepare them for examinations.
11. Irrespective of any information provided verbally by the college staff or authorised representatives to prospective students, all prospective and existing college students will be subject to the conditions herein.
12. The College will not be responsible for any mail or money sent to students who use the College as an accommodation address.
13. Though students' files are confidential, some data is held on computer and may be disclosed to authorised individuals when requested. The College of Central London will not be liable for any information provided to a third party.
14. The above conditions will be subject to interpretation in United Kingdom under United Kingdom law and jurisdiction and any disputes shall be subject to arbitration in the UK

#### **Arbitration**

If there is any dispute under this agreement the dispute shall be settled by a panel of three arbitrators, the attendee/student shall appoint his/her arbitrator, both the College of Central London and the organisers of the Summer School shall appoint one arbitrator between them and both arbitrators shall appoint a third. Each arbitrator shall rank *parri passu*. In the event that either party fails to appoint their own arbitrator or the arbitrators fail to appoint a third arbitrator then the chairman of the Chartered Institute of Arbitrators shall have sole power to appoint the requisite missing arbitrator. In the event that a further arbitrator needs to be appointed this arbitrator shall be appointed by the chairman of the Chartered Insurance Institute .

#### **NOTE: TO ALL STUDENTS**

At the beginning of each course the College carefully plans the number of students for each class and the overheads that will be incurred providing sufficient teachers and other facilities. Accordingly, students appreciate that if they fail to attend classes regularly or abandon their classes, the College is still under an obligation to other students to continue to provide the service with the same facilities. Therefore the College will have no alternative but to insist that a retention is made of all tuition fees payable by students whether or not they continue to attend their classes, otherwise this will have a detrimental effect on other students.