



The
London

International
Shipping

Summer
School
2008

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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 2008 it will run from 23rd June – 11th 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 is 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 and who will conduct the visit there. 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.

Certificates

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

THE COST

The cost for 2008 is the same as it was for 2007 at £985 per person.

International Shipping Summer School Timetable 2008

Course Organiser **B. G. Jervis** E.Mail b.jervis@londonmet.ac.uk

Day	Date	Time	Subject	Lecturer
Monday	23 rd June	1000-1030	Registration	
Monday	23 rd June	1030-1100	Introduction to Course	B.G.Jervis
Monday	23 rd June	1100-1300	Introduction to Shipping	H. McGeorge
Monday	23 rd June	1400-1630	The Ship - design & layout	H. McGeorge
Tuesday	24 th June	0930-1630	Trading Qualifications and Operational Procedures for Ships	W. King
Wednesday	25 th June	0930-1300	World Trade - Demand for Shipping	Prof P.M.Alderton
Wednesday	25 th June	1400-1630	Port Operations	Prof P.M.Alderton
Thursday	26 th June	0930-1630	Marine Policy & the Supply of Shipping	Prof P.M.Alderton
Friday	27 th June	0930-1630	Visit to MCA Dover	B.G.Jervis
Second Week				
Monday	30 th June	0930-1300	Maritime Labour	Dr D. Glen
Monday	30 th June	1400-1630	Visit to the IMO *	B. G. Jervis
Tuesday	1 st July	0930-1300	Ship Types for Different Trades	H. McGeorge
Tuesday	1 st July	1400-1630	Liner Trades	Capt B. Sanderson
Wednesday	2 nd July	leave 1000	Visit to Tilbury Docks **	Capt B. Sanderson
Thursday	3 rd July	0930-1230	Shipping Organisations	K. Long
Thursday	3 rd July	1400-1630	Salvage	Jason Bennett
Friday	4 th July	0930-1300	Maritime Fraud	Michael Howlett
Friday	4 th July	1400-1630	The Role of Customs in International Trade	Geoffrey Whittingham
Third Week				
Monday	7 th July	0930-1300	Ship Management	Capt B. Sanderson
Monday	7 th July	1400-1630	Dry Cargo Handling & Stowage	Capt B. Sanderson
Tuesday	8 th July	0930-1300	Vessel Employment Methods Dry Cargo and Tanker Chartering	J. Blum
Tuesday	8 th July	1400-1630	Role of Shipbrokers History of the Baltic Exchange	J. Blum
Wednesday	9 th July	0930-1300	Lloyd's & Marine Insurance Markets *	B.G.Jervis
Wednesday	9 th July	1400-1630	Visit to Lloyd's *	B.G.Jervis
Thursday	10 th July	0930-1300	Possible Future Trends in Shipping	K. Long
Thursday	10 th July	1400-1630	Propulsion, Machinery & Fuel	H. McGeorge
Friday	11 th July	0930-1230	Short Sea Shipping	Dr M Rowlinson
Friday	11 th July	1230-1300	Presentation of Certificates	B.G.Jervis

- For Lloyd's of London and IMO visits you must wear smart/ business dress (absolutely no trainers, jeans or sweatshirts in any form or shape – 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!**

** 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.

Speakers

Barrie Jervis

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

A retired vocational member of Lloyd's and a supporting member of LMAA. 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 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. 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. Contact details – jervisbarrington@compuserve.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 contribu-

tion 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, Junior Warden the Worshipful Company of World Traders and a Liveryman of the Worshipful Company of Tallow Chandlers.

Contact details - algarking@waitrose.com

Jeffrey Blum

(Vessel Employment Methods, Role of Shipbrokers, History of the Baltic Exchange) FICS FCI Arb
AIMC

He has been involved in shipping and trading since 1973. 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. 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 and an Associate of the Institute of Management Consultants. He is the Immediate Past Chairman and the Education Officer of the London Branch of and a member of the International Controlling Council of the Institute of Chartered Shipbrokers (ICS). He has been a lecturer in shipping and law since 1984 at several universities and colleges in London, Cambridge, Southampton and Newcastle and has conducted many tailor-made in-house training courses for two, three and five days in Europe and the Far East (including for BIMCO Masterclass 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 claims and maritime claims for clients both in the UK and abroad. He speaks German, Swiss-German, French and some Italian. He is (together with Kenneth Long) a founding director of Maritime Education and Training Limited (METL), a training organisation which provides evening class tuition in London for the annual exams of the ICS, for whom he also lectures.

Contact details - jeffrey@interlinkint.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

Kenneth A Long

(Shipping Organisations, Possible Future Trends in Shipping) BSc., FICS

Began his seagoing career in 1956 when he joined the "TS Indefatigable" the National Sea Training School for Boys. On New Years Eve 1957 (at just 16 years old) he joined his first ship, the "SS Ranee" in Liverpool, as an Indentured Navigating Cadet with the P&O Group of Companies, with whom he stayed for all his time at sea. He gained his

Master Mariners Certificate in 1968. He has sailed on general cargo ships; cargo liners, refrigerated and heavy lift ships and three years on passenger ships and was promoted to Relief Captain in 1974. He obtained a B.Sc. in 'Nautical Studies and Maritime Business' at John Moores University in Liverpool. He graduated in 1975 and joined the U S Company Lykes Lines as a shipbroker in their London Office. He has held senior shipping and transport analyst posts for a number of large City firms. The stock market crashed in the late eighties, and I left the City. He became a Director of INTERCARGO in 1990 and was their delegate to IMO. A past Chairman of the London Branch of the ICS, a Fellow of the Nautical Institute, a Liveryman of the Honourable Company of Master Mariners, a Member of the Baltic Exchange, a Chartered Member of the Institute of Logistics and Transport, a Member of the Royal Institute of Navigation, and a number of other maritime and City related organisations.

He began his academic career in 1980, when he started as a part-time lecturer at London Metropolitan University, lecturing first on the subjects for the ICS Syllabus and now teaches on both B.Sc. and M.Sc. courses. He is a visiting lecturer and Module Leader at City University in London, and at a number of other Colleges in the UK and abroad. He is (together with Jeffrey Blum) a founding director of Maritime Education and Training Limited (METL), a training organisation which provides evening class tuition in London for the annual exams of the ICS, for whom he also lectures.

Contact details - kamlong@ntlworld.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 Howlett

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.

H D McGeorge

David Mc George Ceng, FIMarE, MRINA, MPhil is a senior lecturer in marine engineering at Warsash, and London Metropolitan Universities. A senior examiner for Department of Transport's Certificates of Competency in Marine Engineering, Class One and Class Two. He is also the author of many authoritative books on marine engineering including General Engineering Knowledge (Marine Engineering), Marine Electrical Equipment and Practice (Marine Engineering) and Marine Auxiliary Machinery

Jason Bennet

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 8552 4898

Fax: +44 (0)20 8471 9341

E-mail: info@UKguests.co.uk

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

Hotel Accommodation

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 02073004300 becomes 442073004300.

Express By Holiday Inn

www.hiexpress.co.uk - Telephone - 020 73004300 -

Travelodge London City Road

Telephone - 0871 984 6333

Thistle City Barbican

www.thistlehotels.com - Telephone - 0871 376 9004

Novotel London Tower Bridge

www.accorhotels.com - Telephone - 020 7265 6000

196 Bishopsgate

www.196bishopsgate.com -Telephone - 020 76218788

Apex City of London Hotel

www.apexhotels.co.uk - Telephone - 020 77022020

Renaissance London Chancery Court Hotel

www.marriott.com - Telephone - 020 78299888

The City Hotel

www.cityhotellondon.co.uk - Telephone - 020 72473313

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

www.hoxtonhotels.com- Telephone - 020 7550 1000

In addition there are general London hotel booking web sites

Sletoh

www.sletoh.com - Telephone - 020 7749 4878

Diytravel

www.diytravel.co.uk - Telephone - 020 7183 7183

**International Shipping Summer School 2008
APPLICATION FORM**

Please type or write in **BLOCK CAPITALS**

THE CLOSING DATE FOR APPLICATIONS IS 1st JUNE

Please note that there is an upper limit of 23 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 (£985)
- 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 **Saturday 1st June 2008**

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^o :- 00798185
Sort Code :- 20-77-67
IBAN N^o :- GB55BARC 20-77-67 00798185
SWIFT CODE :- BARCGB22**

Enquiries about course details, content and syllabus to jervisbarrington@compuserve.com

Enquiries about administrative matters to ccl@btinternet.com

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.