

Department of Law, Governance and International Relations (LGIR)

Summer School Programme

5th – 16th July 2010

COURSES IN:

- Public Administration
- Diplomacy and Global Governance
- English Business Law
- International Business Law



London Metropolitan University is one of Britain's largest Universities, based in the city, north and east of London. Our educational credentials stretch back over 150 years. We are closely associated with the business, academic and professional life of one of the world's great capital cities. We recruit students and staff from Europe and the wider world, making the University one of the most vibrant multinational learning environments in the UK. For further information about the University, please see our website www.londonmet.ac.uk.

The Department of Law, Governance and International Relations runs the Summer School. The Department offers a wide range of undergraduate, postgraduate and professional degree courses including the BA, LLB, LLM, GDL (the Graduate Law Conversion course) and LPC (the solicitors' Legal Practice course). We also offer degree and postgraduate courses in Politics, Public Administration and International Relations. We are thus uniquely well-placed to provide challenging programmes for those interested in a career with an international, legal, commercial or governmental focus.



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1. Our Summer School programme

We offer summer school courses in:

- Public Administration
- Diplomacy and Global Governance
- English Business Law
- International Business Law

All our summer school courses:

- are taught by the University's friendly and experienced subject specialists
- last for two weeks, including visits of academic and cultural interest and an intensive academic programme
- are open to participants from all over the world and have a friendly atmosphere
- are taught at a central London location. Classes are given in the heart of London, at the edge of one of the world's major financial centres, within easy reach of the capital's many attractions
- offer a lively optional social programme as well as guidance and advice on places to visit while you study in London
- include access to the University facilities, including; sports facilities, web resources and the library (on a non borrowing basis) for the duration of the course

1.1 Location

The Summer School programme is based at City campus. All courses are held in our modern Goulston Street building close to both Liverpool Street and Aldgate underground train stations.





1.2 Awards and accreditation

Participants who complete the course will be awarded a Certificate of Attendance. Participants who successfully complete the course assessment will be awarded a Certificate of Completion.

The Summer School courses are not part of any formal accreditation system. However, some students' home universities will accept Summer School courses towards their own degree programmes. We can provide you with additional documentation for this purpose. Please indicate your requirements when first applying for your course by completing the appropriate section of the application form.

Please note that we can only provide accreditation documentation after a student has successfully completed the course.

1.3 Course Fees

£950.00 including welcome reception, one mid-course excursion and course visits.

Accommodation can also be booked through us at a cost of £518 for 14 nights (stays between the 4th and 17th July).

1.4 Social activities, visits and excursions

Excursions of academic interest will be arranged as part of your course programme and are included in the cost of your course. Please see individual courses for further information. The cost of your course fee also includes a welcome reception and a mid-course excursion. A variety of optional social activities are arranged for students to enhance their experience of London life and these are available at an additional cost.

1.5 Pre-arranged accommodation for Summer School students

We have a limited number of rooms available at a specially negotiated rate of £518 for 14 nights for our Summer School students at Queen Mary student halls of residence. This pre-arranged accommodation is located at Mile End Road, London, E1 4NS and has been specially selected by us due to its location, standard of rooms and value for money.





Accommodation location

Queen Mary accommodation is located in historic central east London, at Mile End. Once home to Huguenot refugees, masterful silk weavers and sugar bakers, it now offers a diverse and unique assortment of individual shops. Just two miles from the centre of the capital, it is the perfect place from which to explore its world famous attractions – and discover its secrets too! It is a few minutes walk to the nearest tube stations, Mile End or Stepney Green which have trains running every few minutes throughout the day across London. The journey from Mile End station to the University by tube takes approximately ten minutes. Central London with its galleries and attractions may be reached in less than twenty minutes.



Facilities

Each of the rooms is modern and comfortable with ensuite facilities and a single bed. The price is inclusive of a cooked breakfast each day. Queen Mary, University of London is the only self contained campus in London, so all the facilities are on one site. This includes two restaurants; a coin operated launderette; a Village Shop; and 24-hour onsite assistance and campus security.

Cost and booking information.

The cost to stay at Queen Mary student accommodation is £518 from Sunday 4th July 2010 to Saturday 17th July 2010. It must be booked and paid for when applying for your Summer School place. Please complete the relevant section of the booking form.

1.6 Other available accommodation

Our University website contains further information about other good value student accommodation that is bookable and payable separately to this course directly with the



provider. For further information please see www.londonmet.ac.uk/accommodation

Information about local hotels can be found on our Summer School web pages: www.londonmet.ac.uk/lgir/summer-school

1.7 Required language levels

Most students at our Summer School speak English as a second language, and whilst we do not expect you to be fluent, to get the most out of your course, you should be able to read, understand and speak English well enough to take an active part in class, read textbooks and prepare coursework.

It is not necessary to have passed any examinations in English, but as a very rough guide, we suggest that you should at least be at Cambridge First Certificate level (or IELTS 6) for the Public Administration course and the Diplomacy and Global Governance course, and at least Cambridge Second Certificate level (or IELTS 6.5) for the Business Law courses.

If you are an advanced speaker, you will find the courses offer an excellent means of practising your spoken English in a natural context and expanding your technical vocabulary.





2. Public Administration Summer School Course

2.1 Course summary

The Summer School in Public Administration has run since 2003, attracting students of politics, management and public administration. The UK has an enviable, if controversial reputation for radical reforms in government and London provides an exciting opportunity to study these in depth through interactive seminars and simulations, visits and expert guest lectures.

The course comprises four blocks, which provide a good understanding of how UK government is organised and managed. In each block key themes include how democracy and accountability are maintained in a system reliant on the private sector, and how the UK system differs from other forms of government (e.g. Presidential systems).

2.2 Teaching methods

The courses will be taught through a series of lectures, including some by visiting practitioners, and interactive seminars, role plays and case studies. There will be lectures each day from 10:00 until 12:30 and each afternoon from 13:30 until 15:30.

2.3 Teaching materials

All teaching materials are available free to participants as part of the course fee. A recommended reading list will be provided, but book purchase will be optional, at the student's expense.

2.4 Academic staff

All members of staff who teach on this programme are experienced members of the department's teaching staff, supplemented by outside speakers from the world of public administration.

The key academic staff will be:



Pat Gray

Pat is Associate Head of the Department of Law, Governance and International Relations at London Metropolitan University. Prior to starting his university career he worked for the Greater London Council and in the policy units of Greenwich and Lambeth councils, where he was responsible for co-ordinating responses to central government privatisation initiatives. He has worked as a consultant in Morocco, Kyrgyzstan, Russia, and Ukraine to improve the training of civil servants. His publications include 'Public Policy Disasters in Western Europe' (Routledge). His research interests lie in the area of governance reform in developing countries, particularly efforts at administrative reform.



Brian Tutt

Brian joined the University in 1994, after studying at the University of York and the London School of Economics, and working at the University of Leeds and Royal Holloway College, University of London. He specialises in British Parliamentary politics, with a particular interest in legislative studies. He teaches undergraduate courses on British politics and government, post war British history, the role of Parliament, and the theory and practice of representation. At MA level, he teaches comparative public policy and is the course leader for the Master of Public Administration (MPA) programme. He has published on the televising of the House of Commons, on the history of the discipline of Public Administration, and has presented papers at a number of conferences in the UK and abroad. He has given evidence to a Select Committee of the House of Commons, and appeared on TV and radio. Brian is a Fellow of the Higher Education Academy, and a member of the Political Studies Association.



Peter Laugharne

Peter was an elected councillor in the London Borough of Redbridge 1994–2006, and was Deputy Leader and Cabinet Member for Regeneration 2000–02. He also served as a member of the London Fire and Civil Defence Authority 1994–2000, and was a member of the Board of the Thames Gateway London Partnership 2000–02. Peter’s research interests are legislative studies and the public policy process. He is currently conducting research on the role of the House of Commons Treasury Committee under the Conservative Governments 1979–1997. His publications include “The Evolution of Specialist Advice to Select Committees of the House of Commons in the Twentieth Century”, Parliamentary History (1999), Parliament and Public Finance: The Treasury Select Committee Process 1979–1990 (2000), and “The Treasury and Civil Service Select Committee During the Thatcher Administration”, Parliamentary History (2007). Peter is a member of the Political Studies Association. His broadcast and print media contributions include: BBC Newsnight; Sky TV News; Bloomberg Media; De Standaard, Belgium and Mainichi newspapers, Japan.

2.5 Course structure

The first week of the course deals with some of the key features of the UK system of government, including local and devolved government, the role of MP’s in Parliament and in their constituencies and the peculiarities of the British Constitution. The second week examines how Britain has become a world leader in public management reform, through new forms of partnership with the private sector and local communities. Visits and expert speakers are a key part of the course.

The course will cover the following areas:

National Government

- The basics of the UK constitution
- Sovereignty of parliament and the unwritten constitution
- The operation of the House of Commons and the UK system of cabinet government
- The role of the constituency MP and their relationships with political parties

- Key contrasts with other systems are highlighted throughout, together with contemporary political issues

Local Government

- Examines the UK’s unique system of local government and recent radical reforms
- Devolution to Scotland and Wales
- Relations between central and local government, including finance
- The role of elected councillors in their communities

Economic Development and Regeneration

- Examines examples of successful economic and social development in London
- Multiracial development in the ‘East End’
- Regeneration and infrastructure for the 2012 London Olympics
- Public-private partnerships in regeneration

Public Management Reform

- Examines the UK’s novel approach to public administration
- The ‘New Public Management’ (NPM) – what it means and what it does
- Performance management and performance improvement
- Audit and inspection as management tools

2.6 Course visits and excursions

Each year we visit Parliament, a UK local council meeting, and one or more regeneration sites as part of the academic programme. Other visits may also be included.

2.7 Who should attend?

The course is suitable for those studying politics, public administration or management at degree level, or those employed in the public sector who wish to gain a better understanding of how a modern, accountable public service can be organised in a market economy. If you are unsure whether you would be suited to the course, please e-mail p.gray@londonmet.ac.uk with any queries.





3. Diplomacy and Global Governance Summer School Course

3.1 Course summary

The Summer School in Diplomacy and Global Governance will interest those starting their career in international relations, as well as undergraduate and postgraduate students from a range of disciplines. The course explores the nature of contemporary diplomacy, the challenges posed by non-state actors, and how diplomats attempt to tackle issues of global concern. The central theme running through the course is the question of how far diplomacy has been – or should be – transformed in response to the changing nature of world politics.

Diplomats often get a bad press. They are depicted as secretive and deceitful, operating beyond the knowledge and control of the public, or alternatively as powerless and ineffectual in dealing with international crises. But with pressing global issues such as climate change and the counterproductive results of military responses to international terrorism, diplomacy is more important today than ever. The Summer School in Diplomacy and Global Governance introduces participants to the central structures and processes of diplomatic practice and their evolution in a world transformed by globalisation.

3.2 Teaching methods

The courses will be taught through a series of lectures, including some by visiting practitioners, and interactive

seminars, role plays and case studies. There will be lectures each day from 10.00 until 12.30 and each afternoon from 13.30 until 15.30.

3.3 Teaching materials

All teaching materials are available free to participants as part of the course fee. A recommended reading list will be provided and online readings will be made available. Book purchases, at the student's expense, are not necessary.

3.4 Academic staff

The members of staff who teach on this programme are experienced members of the department's teaching staff, supplemented by outside speakers from the world of diplomacy and international relations.

The key academic staff will be:



Steven Curtis

Steven is Senior Lecturer in International Relations and previously taught IR and Diplomacy at Brunel and Coventry University. He specialises in new approaches to teaching, including the use of placements with political actors and organisations and the use of Web 2.0 to support his students' learning and writing. He is the author of several recent books and articles including Alasdair Blair and Steven Curtis, *International Politics: An*

Introductory Guide (Edinburgh: Edinburgh University Press, 2009). He is currently writing the chapter on diplomacy for the Routledge Companion to International Relations.



Shahin Malik

Shahin joined the Department in 2000, having previously taught at Swansea University, and holds a Ph.D from the University of Birmingham. His core research and teaching interests are in International Relations theory and International Security. His current research interests include British interests in the Persian Gulf region and he is presently researching and writing on the role of British defence exports to the GCC States. In addition, he is currently co-authoring a book on International Relations to be published by Pearsons in 2010.

3.5 Course structure

The school comprises three blocks. The central theme uniting them is the question of how far diplomacy has been – or should be – transformed in response to the changing nature of world politics. In considering this, we will examine the views of both practitioners and academic commentators.

The Evolving Nature of Diplomacy

This block introduces participants to the evolution of traditional bilateral institutions of diplomacy: ambassadors, embassies and foreign ministries. Key issues include:

- Why do states maintain embassies when news of events in far away countries reaches us quickly and cheaply through satellite TV news reports and the World Wide Web?
- Why do member states of the European Union maintain embassies in other EU capital cities when so many mutual issues are dealt with by the EU's institutions in Brussels?
- What is the value of diplomats when societies communicate with each other through multiple channels?

The New Diplomacy

- We examine three major transformations of diplomacy that have taken place over the past three decades:
- The emergence of open and inclusive multilateral forms of diplomacy, often under the auspices of the UN and its agencies, involving nearly every state in the international

system and increasingly non-state actors

- The role played by non-governmental organisations (NGOs) and other non-state actors, such as celebrities and the representatives of major cities, in the framing and conduct of international negotiations
- The importance accorded to public diplomacy, that is efforts to influence public opinion in other countries
- We will illustrate these developments through two case studies: the successful global campaign to ban landmines in the late 1990s and the role of public diplomacy in the global 'war against terrorism'

Dealing with Global Change

The final block assesses the role of diplomacy in tackling contemporary global issues:

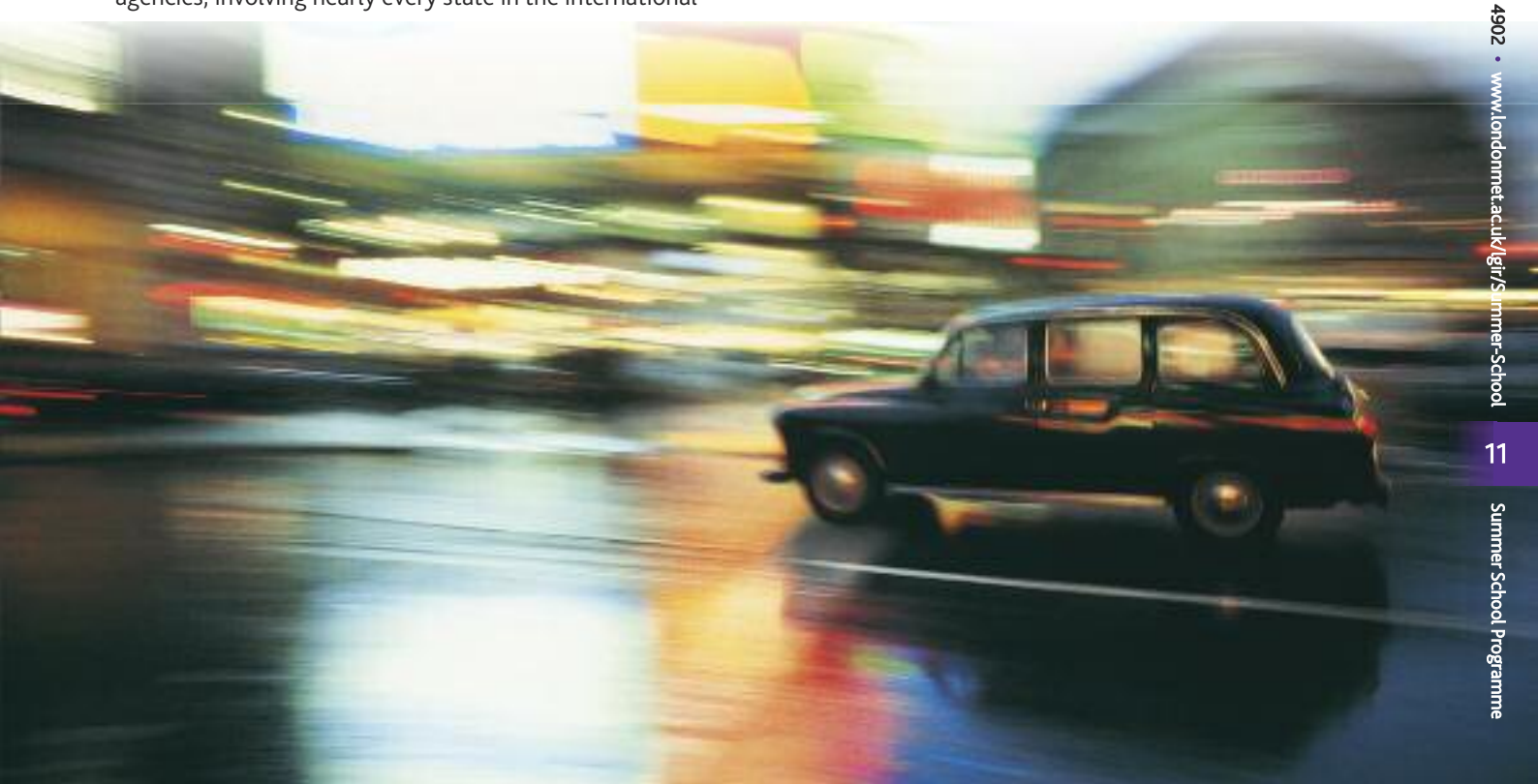
- Diplomacy and environmental degradation
- Diplomacy and international trade and development
- The promotion of human rights and international security
- We will question the role of diplomacy in global governance and will examine in detail the 2009 Copenhagen climate change negotiations to pull together the central themes of the course

3.6 Course visits and excursions

Each year we visit Parliament, and one other site of diplomatic interest, as part of the academic programme. A welcome reception and one mid-course excursion are included in the price. For those wishing to sample London's fantastic nightlife we provide extensive advice, based on our own students' recommendations and catering to every taste in music and the arts.

3.7 Who should attend?

The course is suitable for those in their second or subsequent year of degree-level study in international relations, political science, history, or related disciplines, or those employed in the public sector or non-governmental organisations who wish to gain a better understanding of the nature of contemporary international negotiation. If you are unsure whether you would be suited to the course, please e-mail s.curtis@londonmet.ac.uk with any queries.





4. English Business Law Summer School Course

4.1 Course summary

The Summer School in Law has operated since 1948 and is an important forum for the development of students' interest in law, as well as being of particular value to students from overseas. The course concentrates on legal issues arising within a business or commercial context.

As well as gaining a thorough knowledge of the foundations of English Business Law, overseas students also find that taking a law course is an excellent way of improving their written and spoken English at a technical rather than merely a conversational level.

4.2 Teaching methods

The courses will be taught by a series of lectures and interactive seminars, including consideration of detailed case-studies and quizzes. Students will also be given the opportunity to hand in written work for formative assessment if they wish. There will generally be a lecture each morning from 10:00 until 13:00; and each afternoon from 14:00 until 17:00.

4.3 Teaching materials

Exclusive course manuals – written or compiled by the tutors – will be provided for each course, which will cover the course content in detail. Students who wish to read beyond the course will also be given a list of recommended texts to buy.

Many of the lectures will be presented with the use of Power Point. These presentations will then be available for the students to download onto their own computers through a bespoke website.

4.4 Academic staff

All members of staff who teach on this programme are highly experienced legal professionals and academics with a well-deserved reputation for teaching excellence and student care. They hope to ensure that not only will you acquire a great deal of useful and interesting knowledge, but also that you

will hugely enjoy your learning experience.

The key academic staff will be:



Barrie Goldstone

Barrie is a Principal Lecturer in Contract, Tort and the English Legal System, and Director of the Common Professional Examination/Graduate Diploma in Law course. He is the Mooting Master for all the University mooting competitions, including the Lady Oliver Cup, the final of which is judged by the Rt. Hon. Lord Walker of Gestingthorpe, one of the twelve judges of the Supreme Court, the highest domestic court in the UK. His research interests include International Energy Law; the social background of the Law of Obligations; and the Law relating to the Performing Arts. His current doctoral research relates to social justice within professional legal education. Away from academia, Barrie is a prize-winning composer and lyricist of musical theatre, and he has recently served as a judge on the Laurence Olivier Awards committee. If you need any advice on what shows to see in London, he is your man!



Alan Wilkinson

Alan is a Senior Lecturer in a wide range of subjects, including Employment Law, Financial Services, Investment Law, Corporate Finance, Business Crimes and Sharia Law. On being admitted as a Solicitor, he worked in private practice before becoming the Director of Legal Affairs and Compliance for a London Stock Exchange listed Financial Services Company.

4.5 Course structure

The first week of this course seeks to impart a basic understanding of the English Legal System by means of two introductory lectures on the sources of modern English Law and the court system. There follows a thorough study of the Law of Contract, which is fundamental to all aspects of business law. The second week builds on the information covered in the first week to look at some important practical areas of Commercial Law and Company Law.

Introduction to the English Legal System

This brief introduction to the course will cover the following topics:

- The major sources of English Law, including statutes, the common law, and equity
- The court system
- The legal profession

The Law of Contract

This will include a detailed examination of the Law of Contract, including the following topics:

- The formation of a contract by offer, acceptance, consideration and intention
- The contents of a contract, including the different types of term which may be incorporated
- The effect of exemption clauses, both at common law and under statute
- The effect on a contract of both misrepresentation and mistake
- The discharge of a contract by frustration
- Remedies for breach of contract

Commercial Law

This is concerned with the specific requirements that English Law imposes on those involved in commercial operations. This will include a study of:

- The Law of Sale and Purchase of Goods
- Hire Purchase agreements
- Agency
- The Law of Insurance
- Aspects of the Law of Real Property
- Aspects of Banking Law

Introduction to Company Law

This part of the course will examine the formation and running of registered limited liability companies in the United Kingdom. In particular, the following topics will be studied:

- The nature of a company compared with other forms of business association
- The formation of a company
- Company contracts
- The functions, duties and responsibilities of the officers of a company
- Raising finance
- The process of liquidation

4.6 Course visits and excursions

There will be opportunities for students to visit various courts in session to see the legal process in action.

4.7 Who should attend?

Anyone with an interest in the foundations of English Business Law for personal, academic or professional reasons will find this course both fascinating and practical. The course is also of special interest to any graduate contemplating studying for the Graduate Diploma in Law with a view to going on to take either the Legal Practice Course (to become a solicitor) or the Bar Professional Training Course (to become a barrister). The course would also suit any law graduate from outside the UK who is thinking of taking an LL.M. at a UK university.

If you are unsure which of the Summer School in Business Law courses offered would be most suitable for you, please contact: Barrie Goldstone, the Course Director, for assistance (email: barrie.goldstone@londonmet.ac.uk).





5. International Business Law Summer School Course

5.1 Course summary

The Summer School in Law has operated since 1948 and is an important forum for the development of students' interest in law, as well as being of particular value to students from overseas. The course concentrates on international legal issues arising within a business or commercial context.

5.2 Teaching methods

The courses will be taught by a series of lectures and interactive seminars. Students will also be given the opportunity to hand in written work for formative assessment if they wish.

There will generally be a lecture each morning from 10:00 until 13:00; and each afternoon from 14:00 until 17:00.

5.3 Teaching materials

Exclusive course manuals will be provided for each course, which will cover the course content in detail. Students who wish to read beyond the course will also be given a list of recommended texts to buy.

Many of the lectures will be presented with the use of Power Point. These presentations will then be available for the students to download to their own computers through a special website.

5.4 Academic staff

All members of staff who teach on this programme are highly experienced legal professionals and academics with a well-deserved reputation for teaching excellence and student care. They hope to ensure that not only will you acquire a great deal of useful and interesting knowledge, but also that you will hugely enjoy your learning experience.

The key academic staff will be:



Susan Hawker

Susan is a Principal Lecturer in International Trade and Shipping Law. She also runs the highly successful Postgraduate Diploma course in Maritime Law, offered by the University in collaboration with Informa PLC on a distance learning basis. She is an examiner for the Grain and Feed Trade Association ("GAFTA") and a lecturer for the Institute of Chartered Shipbrokers' courses for their qualifying examinations. Susan is also a founding member of the London Maritime Law & Policy Group ("LUMPL"), which was established in 2008 as a non-profit making collaborative network of London academic institutions with research interests in maritime law and policy. The aim is to discuss, disseminate and develop research in maritime law and policy. LUMPL members are drawn from a wide range of academic and research institutions, professional group, commercial organisations and individuals sharing a common interest in maritime law and policy. In addition, Susan is a Visiting Professor 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.



Yvonne Smyth

Yvonne is a Principal Lecturer, specialising in Intellectual Property Law, Competition Law, EU External Relations and World Trade Law, and has been involved with the Summer School for twenty-five years. Her research is focused on the interface of intellectual property and trade with regard to developing countries. She is the Course Director of the LL.M. programme at the University, and would be happy to discuss the programme with those interested in applying.



Alan Wilkinson

Alan is a Senior Lecturer in a wide range of subjects, including Employment Law, Financial Services, Investment Law, Corporate Finance, Business Crimes and Sharia Law. On being admitted as a Solicitor he worked in private practice before becoming the Director of Legal Affairs and Compliance for a London Stock Exchange listed Financial Services Company.

5.5 Course structure

The first week of the course seeks to impart a basic understanding of the Law of International Trade and International Commercial Arbitration, and in the second week to examine Maritime and Admiralty Law and World Trade and Policy.

The Law of International Trade

International trade is an exciting subject, with the law having been developed to meet the needs of traders. This course looks at the development of international trade/commercial law, and at international trading organisations and trade customs that have shaped the development of international trade law. The course is based on English law, with comparisons made with practice in other jurisdictions where appropriate, and covers the following topics:

- An overview of international relationships
- The matrix of contracts in international trade
- The international sale contract
- C.i.f. and f.o.b. contracts
- The role of the ICC and Incoterms
- International carriage contracts: bills of lading and charterparties
- The Hague/Hague-Visby Rules, the Hamburg Rules; what of the Rotterdam Rules?
- Financing arrangements in international sales:
- The overall picture of the sale of goods carried by sea
- Standard form contracts and trade associations (e.g. Gafta, Fosfa)
- Remedies, jurisdiction, and dispute resolution

International Commercial Arbitration

This course will concentrate on the core legal knowledge and practical application of International Commercial Arbitration. The following key areas will be covered:

- The theoretical basis of international commercial arbitration
- The role and function of arbitrators and institutions in international commercial arbitration
- The workings of international commercial arbitration
- The legal regimes in international commercial arbitration and its trans-national nature
- Arbitral principles, laws and rules
- The attributes and practice of arbitration in maritime and trade disputes

Maritime/Admiralty Law

The aim of this module is to provide students with an opportunity to study Maritime Law and to gain an insight into the important role the range of issues that arise under this somewhat "umbrella" term play in international trade relationships. The course is based on English law, with comparisons made with practice in other jurisdictions where appropriate, and covers the following:

- The nature of P&I and the role of Lloyd's insurance

- The *in rem* action and the international Arrest Conventions
- Limitation of liability
- Salvage and salvage arbitration
- The Safety of Life at Sea Convention 1974 and the IMO and the role of the United Nations
- The Law of the Sea Convention 1982
- Marine pollution

World Trade: Law and Policy

This course will examine the need for and the existence of internationally agreed rules for the regulation of international trade between individual countries and also countries which are grouped within particular trade models. The focus will be on trade in goods with some reference to trade in services. (Trade in intellectual property rights will not be discussed.)

The following topics will be covered:

- Evolution of the Multilateral Trading System. The World Trade Organisation
- Trade Rules as set out in the GATT and GATS
- Trade Models and their relationship with Multilateral Trade:
 1. A Customs Union – the European Union
 - (i) Internal Trade Relations
 - (ii) External Trade Relations
 2. Economic Partnership Agreements. Free Trade Agreements

5.6 Course visits and excursions

There will opportunities for students to visit various courts in session to see the legal process in action.

5.7 Who should attend?

Anyone with an interest in International Business Law, Maritime Law or International Trade for personal, academic or professional reasons will find this course indispensable, as will any law graduate who is thinking of taking an LLM degree.

If you are unsure which of the Summer School in Business Law courses offered would be most suitable for you, please contact: Barrie Goldstone, Course Director, for assistance (email: barrie.goldstone@londonmet.ac.uk).

Students in the Mock Court Room, Goulston Street building





6. Frequently Asked Questions

What is special about the Summer School at London Metropolitan University?

Our association with teaching and education in London dates back more than 150 years. The University is a publicly funded institution, which offers undergraduate and postgraduate degrees as well as further education and vocational courses. We are especially recognised for successfully preparing students for professional qualifications relevant to careers in the City of London.

The department has an enviable reputation for consultancy in the field of public administration, and has worked in many government reform projects in Central and Eastern Europe. Our International Relations and Politics departments have received strong ratings for research, and include a number leading research institutes.

The University's City campus has an excellent location in the 'square mile' of the City of London, one of the world's major centres of finance and banking. St Paul's Cathedral, the Bank of England, the Stock Exchange and the Tower of London are all within walking distance, and we are 15 minutes by underground train from the shops, theatres and museums of the West End.

What sort of people come to the Summer School?

Most Summer School students come from outside the United Kingdom and have English as a second language. They are of all ages and backgrounds, with over 40 nationalities represented in recent years. Participants include university students, professionals such as lawyers and accountants, business people, school teachers, college lecturers and retired people. The 'Who should attend?' section in the individual course descriptions outlines who the course is designed for and any necessary prior knowledge or experience.

Is there a minimum age for students?

Our Summer School courses are designed for adults. Students under the age of 18 are not admitted.

Will I receive a certificate?

Participants who successfully complete the course will be awarded a Certificate of Attendance. Those who successfully complete the Course Assessment will be awarded a Certificate of Achievement.

Can I get academic credits for Summer School courses?

The courses are not part of any formal accreditation system. However, some students' home universities will accept Summer School courses towards their own degree programmes and we can provide you with additional documentation for this purpose. Please indicate your requirements when first applying for your course by completing the appropriate section of the application form.

Is my English good enough?

Most students at our Summer School speak English as a second language, and whilst we do not expect you to be fluent, to get the most out of your course, you should be able to read, understand and speak English well enough to take an active part in class, read textbooks and prepare coursework.

It is not necessary to have passed any examinations in English, but as a very rough guide, we suggest that you should at least be at Cambridge First Certificate level (or IELTS 6) for the Public Administration course and the Diplomacy and Global Governance course, and at least Cambridge Second Certificate level (or IELTS 6.5) for the Business Law courses.

If you are an advanced speaker, you will find the courses offer an excellent means of practising your spoken English in a natural context and expanding your technical vocabulary.

Where do the courses take place?

All courses take place at the University's Goulston Street building near the City of London, close to good transport links and conveniently located for visiting London's many attractions.

What facilities does the University offer?

As a large, publicly funded institution, London Metropolitan University possesses good facilities, including several libraries and computing with free email and internet access, all normally available to Summer School students.

What clothes should I bring?

Clothes worn at the summer school are usually quite casual, although you will need one set of 'business' clothes for visiting law courts, financial institutions etc. The English climate is very unpredictable, so pack some warm clothes and a raincoat and/or umbrella. You may also be doing a lot of walking, so bring comfortable shoes!

Is there a social programme?

Outside the classroom we offer a programme of social and cultural activities open to all Summer School students. Events take place on selected weekday evenings and at weekends and we plan a range of reasonably priced activities to appeal to a variety of tastes. The programme typically includes parties and receptions, visits to the theatre, and a trip to places of historical and cultural interest.



Queen Mary University London
Student Accommodation

What about accommodation?

We have block-booked accommodation for a limited number of Summer School students at Queen Mary College, Mile End Road, London, E1 4NS. Accommodation is payable in addition to the course fees and should be booked and paid for at the time of booking directly to us, the Summer School organisers. This accommodation costs £518 for stays from the 4th to the 17th July 2010. This includes a daily cooked breakfast and an ensuite single room.

Our University website contains further information about other reasonably priced local student accommodation that is bookable and payable separately to this course. For further information please see

www.londonmet.ac.uk/accommodation

Information about local hotels can also be found on our Summer School website:

www.londonmet.ac.uk/lgir/summer-school

What is the closing date for applications?

Places are limited on the courses, so the sooner you apply the better. There is no closing date for applications, but please try to get your application form to us at least four weeks before the start of your chosen course, to allow time for us to process your papers and send you all the necessary information.

If you apply less than four weeks before the course start date, please contact us via e-mail or fax to make sure that your chosen course and/or accommodation is still available. Please fax or email late applications to: c.keefe@londonmet.ac.uk or call: 00 44 207 320 4925.

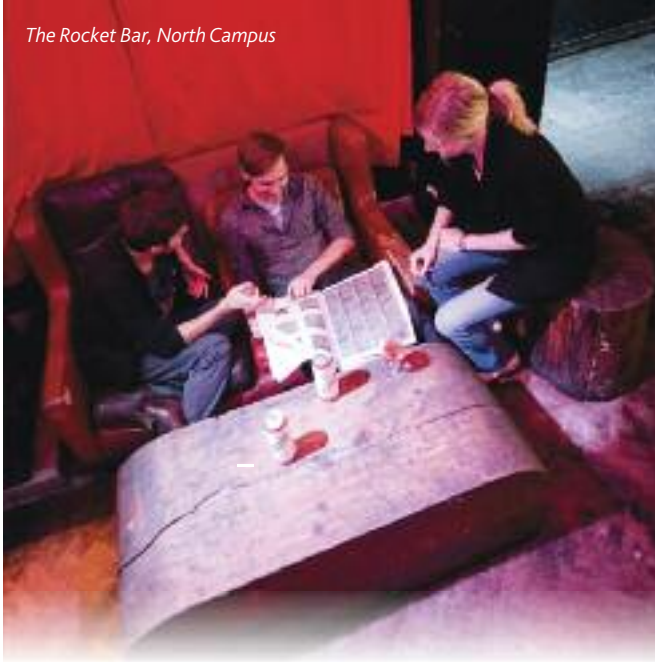
If you are from a non-EU country, please check at an early stage whether you will need a visa for entry to the UK, as arranging this can take several weeks. Information can be obtained from your local British Embassy or High Commission, or see www.ukvisas.gov.uk. The Law Governance and International Relations Office can provide you with a letter of acceptance to assist you in your visa application once we have received your payment and booking form.

When do I pay the fees?

Fees are payable at the time of booking and can be paid either by cheque or card. Card payments must be processed online via our secure payment facility e-shop. Payment must be accompanied by a completed course booking form. We aim to send out confirmation of your place within five working days of receiving your booking form.



The Atrium, Goulston
Street building



If you have opted to stay at our pre-arranged accommodation, this cost is also payable at the time of booking and must be specified on your booking form.

What do the fees include?

Fees cover all tuition, course documentation and excursions run as part of the academic programme. Course fees do not include accommodation, travel, meals or extra social activities.

How do I apply?

To book a place on the course, please go to www.londonmet.ac.uk/lgir/summer-school. Completed booking forms with either your e-shop reference number or cheque should be sent to: c.keefe@londonmet.ac.uk or Claire Keefe, Department of Law, Governance and International Relations, 16 Goulston Street London, E1 7TP, UK or fax: 00 44 207 320 4925. We will send you a confirmation pack within five days of receiving your completed booking form and payment.

How do I make a payment?

Where possible, we recommend payment by credit/debit card online via our secure on-line payment facility at: www.londonmet.ac.uk/lgir/summer-school. This avoids the payment of bank charges and speeds up the registration process. Please note you must also complete a Summer School booking form and send it as instructed entering your on-line payment receipt number in the relevant box on the application form in addition to making the online payment. Payment alone will not constitute a booking. Alternatively, you can make a payment by sending a cheque along with your booking form as below. Cheques should be made payable to 'London Metropolitan University.' Cash should not be sent through the postal system. If you are having difficulty making your payment by these means, please contact us.

Are any scholarships or work placements/internships available?

London Metropolitan University is unable to provide any scholarships or fee reductions for Summer School courses. Some students receive financial support from their employers, whilst others apply for educational or professional scholarships in their home countries. We regret that we are unable to arrange any work placements or internships.

What happens if I cancel my application?

If, after applying, you find you cannot attend the Summer School, please let us know as soon as possible in writing. Providing we receive written notification from you at least two weeks before the start of your course, we will refund your course fees (less £50 administration fee). Please note that no refund will be made to students who leave their course early, whose health does not allow them to take part, or who have been dismissed because they have not complied with the University's regulations. We are unable to refund any accommodation costs if cancelled with less than 3 months notice.

Can I change my course after I arrive at the Summer School?

If necessary, you may change your course after joining the Summer School (subject to the availability of places). Changes must be agreed with and approved by the relevant Course Director and Administrator.

What if my course is cancelled?

Courses and events are planned many months in advance, and the University reserves the right to make reasonable changes to the advertised programme without notice. In particular, we can only run, or continue to run, a course or class if there is adequate student enrolment and attendance. We reserve the right to make reasonable alteration to courses or not to offer courses, parts of courses, or other opportunities to study and social/cultural activities.

In the unlikely event that we have to cancel a course before it begins, the University will make a full refund of the course fees. If we have to cancel a course that has already begun, we will try to make alternative arrangements or will make a full or partial refund of the course fee as appropriate. In either case, we will not accept responsibility for any consequential loss (including accommodation or travel costs) that arises because a course has been cancelled, and we suggest that you take out private insurance to cover such loss if appropriate.

Healthcare and insurance

All course participants are strongly advised to take out the necessary travel and health insurance before departure. Participants from EU countries may receive free medical care in the UK, with a small fee for medicines.

Any other questions?

Further information about the University and the Summer School can be found at: www.londonmet.ac.uk/lgir/summer-school

If you have any further questions, please contact the Summer School staff at the Department of Law, Governance and International Relations who will be happy to help.





7. Contact Us

Department of Law, Governance and International Relations

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 London City campus
 16 Goulston Street
 London E1 7TP
 UK

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Summer School Administrator

Claire Keefe
lgirsummerschool@londonmet.ac.uk

Course Director: English Business Law and International Business Law

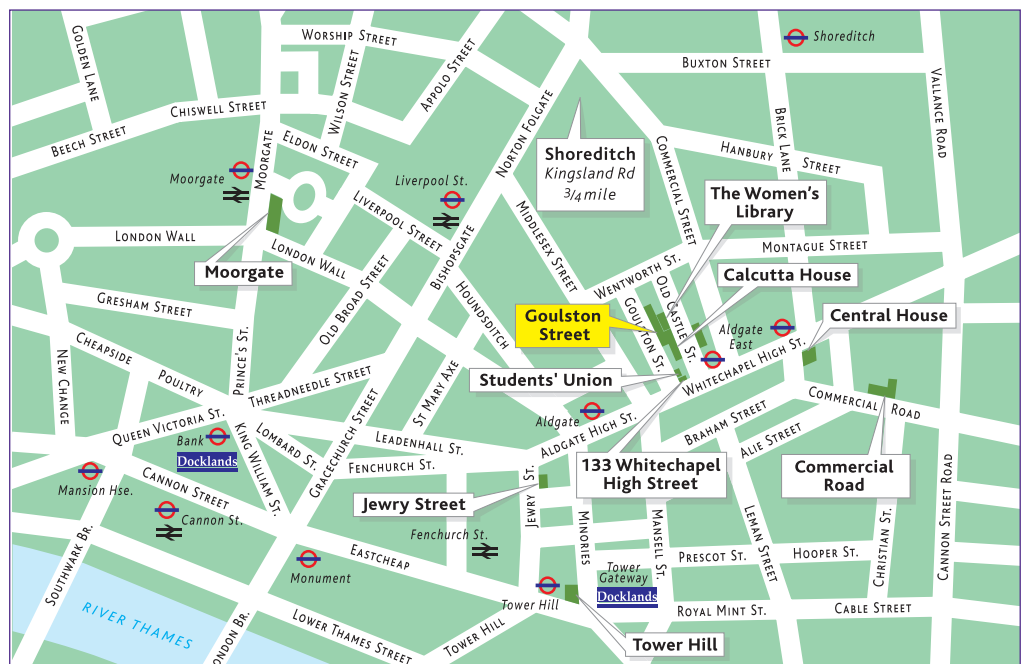
Barrie Goldstone
barrie.goldstone@londonmet.ac.uk

Course Director: Public Administration

Patrick Gray
p.gray@londonmet.ac.uk

Course Director: Diplomacy and Global Governance

Steven Curtis
s.curtis@londonmet.ac.uk



A young man with short brown hair, wearing a plaid shirt and jeans, is sitting at a long wooden desk in a bright, modern university hallway. He is leaning forward, writing in a notebook with a pen. The hallway is filled with natural light from large skylights in the ceiling. In the background, there are white walls, a door, a fire extinguisher, and a bulletin board with various notices. The overall atmosphere is clean, bright, and professional.

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