

Information for new students

You are planning to start your advanced shipping training with the Institute of Chartered Shipbrokers?

- In total the ICS offers 16 different exam subjects. A list of all subjects can be found on the ICS website under <http://www.ics.org.uk/learning/syllabus> . Clicking on the individual subject will open a description of that subject's/exam's contents.
- The following qualifications can be achieved:
 - The Foundation Diploma** – Two exams (*Introduction to Shipping* plus another one you are free to choose) have to be sat and successfully passed in one exam season (May or November) to be awarded this diploma.
 - The Advanced Diploma** – Two exams (*Shipping Business* plus another one you are free to choose) have to be sat and successfully passed in one exam season (May or November) to be awarded this diploma.
 - The Professional Qualifying Exams (PQE)** – All in all seven exams (whereof four are the set subjects *Introduction to Shipping, Shipping Business, Economics of Sea Transport and International Trade* and *Legal Principles in Shipping Business*) have to be passed within 5 consecutive years. The successful completion of the PQE entitles you to apply for Membership in the ICS.
- If you can give proof of certain prequalification you can apply for up to three exemptions. You will find more information on this possibility on the ICS website <http://www.ics.org.uk/learning/exemptions>.
- Exams are offered twice a year in May and November.
- Please find the currently published exam timetable/s in a separate document.
- The ICS educational year this year started beginning of July and will end on 31 May of the following year. All important dates and deadlines as well as the fees determined by the ICS are available in another separate document in this download section.
- Registrations as a student, Tutorship enrolments or exams entries can be done online at www.shipbrokers.org. This is the ICS' administrative platform for members, new and returning students. On the homepage you will find information on how to register as a new student. An information leaflet containing the most important details on how to use that website respectively on the registration process can be found in a separately downloadable document.

If you require further information on the Institute's educational offers or the registration process please contact our secretary (see contacts).

Information for students who have already been registered with the ICS:

You have already taken part in ICS exams previously and now intend to continue with or repeat exams?

- Currently published exam timetables, important dates and deadlines as well as the currently valid fees determined by the ICS can be found in separate documents in the section 'Information for new students' under downloads.
- To enter or re-enter for exams you also need to re-register as a student. (Student registrations are valid for one educational year only!) Both can be done on this website: www.shipbrokers.org. This is the ICS' administrative platform for members, new and returning students. On the homepage you will find information on how to register as a

- returning student. An information leaflet containing the most important details on how to use that website respectively on the registration process can be found in the section 'Information for new students'.
- Despite the change of the registration process to the new online system, which offers the possibility to also pay your fees online, you still can opt for the payment in Euro to a German bank account. Detailed information on your payment options is included in the leaflet on online registration. Please make sure to inform us via e-mail to secretary@ics-german-branch.de in case you would like to receive invoices in Euro for your registration fees.

Our secretary is ready to answer any additional question you might have regarding study options and registrations with the ICS.