



## CTLS Student Guidebook

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## ACADEMICS

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This section provides a summary of some important academic information. Please refer to the [Academics](#) page of the CTLS website for further details.

### Course Selection

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We recommend that students study between 12 and 16 credits. This includes the required courses, which are worth a total of 4 credits. Students must study a minimum of 10 credits, and the maximum permitted is 17. (Please note that the maximum number permitted for Georgetown students is 14 credits).

### Academic Evaluation

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The Center for Transnational Legal Studies awards the grades from 5.0 (highest score) to 1.0 (failing score), in 0.5 increments for all its courses, with the exception of the Transnational Law Colloquium and Lectures in Transnational Justice, and the Global Practice exercise, which are graded on a Pass or Fail basis.

- The grading processes for examinations are anonymous and are designed to be as fair as possible.
- All in-class exams are handwritten.
- There are no exam resits under any circumstances.

Faculty members are asked to submit grades approximately four weeks after the end of an examination period. Grades will not be released for any student who has an outstanding student account balance. CTLS will not release grades over the telephone or via email, even to the student, because of concern for students' privacy.

Once a faculty member has submitted student grades, the grade may change only upon written proof of demonstrable clerical error in the grading or grade reporting process.

CTLS is not a degree-granting institution. Students who successfully complete the program are awarded a "Certificate in Transnational Legal Studies". The Certificate bears the names of the Center's Partner Schools and is signed by the Academic Co-Directors of the relevant academic year and Dean Treanor (Georgetown Law).

CTLS will provide each student with a Georgetown Law Center transcript showing their CTLS courses. Each participating school will be permitted to translate or transfer the grades to its own system in the way it deems appropriate.

#### *Class Attendance and Access to Recordings:*

The distinctive CTLS course contents and methods mean that attendance and active participation in classes is required for students' academic success, and for the success of the program as a whole. Accordingly, attendance at CTLS classes is mandatory. Please refer to the [CTLS Attendance Policy](#) for further information.

Audio recordings of graded classes will only be provided in exceptional circumstances, at the discretion of the CTLS directors, or in cases where students have approved accommodations for disability. Please refer to the [Disability Services](#) webpage for more information.

For other important CTLS policies, please refer to the [Student Life](#) webpage.

### Grading Curve:

The Center has a recommended curve and faculty are asked to keep this in mind when grading:

Score	Percentage
5.0	16%
4.5	22%
4.0	32%
3.5	21%
3.0	6-9%
2.5	
2.0	0-3%
1.5 (or 1.0)*	

\*A 1.0 is a failing grade. It is not expected that a faculty member will necessarily assign a failing grade

## TRAVEL AND TRANSPORTATION

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### Getting Around London

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*Transport for London:* [TfL Website](#)

The Transport for London Journey Planner is one of the best ways to plan any journey within London's public transport network. The Journey Planner will show you the quickest route via the London Underground (Tube) network, or via bus or local National Rail services.

*Oyster Cards:*

Oyster is a smartcard which can hold pay as you go credit, Travelcard and Bus & Tram Pass season tickets. You can use it to travel on bus, Tube, tram, DLR, London Overground, TfL Rail, Emirates Air Line, River Bus services and most National Rail services in London. Oyster is also the cheapest way to pay for public transport in London.

#### **18+ Student Oyster Card**

Student Oyster Cards give you 30% off the price of adult-rate Travelcards and Bus & Tram Pass season tickets. Bear in mind that if you only make a few journeys, you may not need a Travelcard or Bus & Tram Pass and you may be better off using pay as you go at the adult rate.

To register for your 18+ Student Oyster card go to: [18+ Student Oyster Card Application](#)

Select Create web account to apply online. You will be asked to choose your establishment. Click on CTLS and follow the links.

Our establishment registration number is 9228, make sure you fill this in. You will also need to fill in your GoCard number (not your King's College student ID) and indicate that you are a full-time student. Applications are reviewed regularly and once accepted, cards are sent out by mail within a few working

days. Please note, we cannot accept end dates more than two weeks after the last day of the CTLS semester.

*Taxis:* [TfL Taxis and Minicabs](#)

If you decide to use a taxi in London, be sure to take only licensed (black) cabs or licensed private hire vehicles. All licensed taxis must display their license. More information on this can be found on the Transport for London website at the link above.

Please note that only black cabs can be hailed on the street or on a taxi rank in London. All other taxis must be pre-booked and must send you a booking confirmation, which could be by text message, app, email or - if you're in a minicab office - paper receipt. If the driver or the car picking you up isn't the same as in your booking confirmation, don't get in the car - it isn't safe.

Never use an unbooked minicab.

## [Getting Around the UK](#)

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*National Rail:*

The [National Rail Website](#) allows you to plan journeys and buy advance tickets for rail journeys throughout the UK. It is often much cheaper to buy tickets in advance than at a station.

*By Bus:*

Bus travel is a cheaper but slower alternative to the rail. The [Check My Bus Website](#) compares bus and coach tickets throughout the UK and Europe.

*Railcards:* [UK Railcards Website](#)

The 16-25 Railcard is available for those aged 16-25 and mature students aged 26 or over and in full-time education. There is also the 26-30 Railcard, available for those aged 26-30. Both railcards are available to purchase online and give you 1/3 off rail fares within the UK. A railcard is definitely worthwhile if you plan to travel outside of London.

## **MONEY**

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### [Opening a Bank Account](#)

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We are happy to provide you with a letter to help with opening a UK bank account. Please send an email to [ctls@georgetown.edu](mailto:ctls@georgetown.edu) with the following information:

- Name of the bank (if available)
- Address of the branch you want to open the account at (if available)
- Home/permanent address
- Term-time UK address

## **NOTARY**

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CTLS students and staff have previously used Sajo Thomas Notary Public. Information about making appointments, etc. can be found on the [Sajo Thomas Notary Public Website](#).

Their contact information is:

**Sajo Thomas Notary Public**  
First Floor, 6 Flitcroft Street,  
West End, London,  
WC2H 8DJ

Telephone: 020 7269 9590  
Fax: 020 7404 7624  
Email: [sajo@sthomasnotarypublic.com](mailto:sajo@sthomasnotarypublic.com)

## HEALTH AND SAFETY

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### Embassies in London

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A list of embassies in London can be found on official UK government website: [List of Embassies in London](#)

**Note: Make sure to make a photocopy of your passport to bring with you and store it in a safe place in case you should lose your passport.**

### Medical Assistance

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Information about the Education Abroad health insurance and accessing medical services in the UK can all be found on the CTLS website: [CTLS Website - Health and Safety Information](#)

#### *Pharmacies:*

Please note that pharmacists in the UK can do a basic diagnosis (i.e. cold) for you so you may want to go to a pharmacist if your condition is mild.

Students can find details of local health services and health advice on the [NHS Website](#)

The non-emergency medical number in the UK is 111. In case of emergency, dial 999 or 112.

#### *Coronavirus Advice:*

The health and wellbeing of our students, faculty and staff remains a priority and that means making sure CTLS is a healthy and safe environment for us all to work, learn and study in. We all need to play a part in looking after ourselves and being considerate of others

Stay at home if you are unwell even if it is not COVID related and take the necessary time to recover.

### Police Services

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If you are a victim of crime, contact the local police and the nearest Embassy or Consulate for assistance.

The nearest police station to CTLS is:  
Charing Cross Police Station  
Agar Street  
London

The non-emergency number for police in the UK is 101. In case of emergency, dial 999 or 112.

## LIVING IN LONDON

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### Council Tax

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Council Tax is set by local authorities to pay for the services they provide, such as rubbish collection, the police and the fire brigade. It is charged annually, although most people choose to pay it in monthly or quarterly instalments. The rates of council tax are different in each borough.

#### *Council Tax Exemption:*

To receive an exemption from paying council tax, every member of your household must be a student. If students make up the greater proportion of a household, it may be possible to claim a *reduction* in council tax, but it will not be waived altogether.

Local authorities can refuse to grant exemption to students unless they demonstrate that they are enrolled at an institution in the UK on a course that takes place full time, over a period of *at least one academic year*. This can present difficulties for CTLS students only in London for a semester, so you are strongly advised to consider the cost of council tax before you move, and plan your budget accordingly.

The [UK Council for International Student Affairs website](#) has detailed information on who qualifies for a student exemption, and the key things you'll need to do if you receive a council tax bill during your stay in London.

We are happy to provide you with a letter for council tax exemption. Please send an email to [ctls@georgetown.edu](mailto:ctls@georgetown.edu) with the following information:

- Term-time UK address
- Address of your local council

### TV License

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If you own a television, or stream TV programmes through the internet, you must arrange to pay the TV licensing fee. You can pay for the annual license all in one go or spread the cost monthly.

More information can be found on the [TV Licensing Website](#)

### Religious Life

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There are innumerable churches, temples and other religious facilities in London, but here are a few near CTLS:

#### *Buddhist Centers*

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- RIGPA Buddhist Meditation Centre  
330 Caledonian Road  
N1 1BB  
[RIGPA Buddhist Meditation Centre](#)

- North London Buddhist Centre  
72 Holloway Road  
N7 8JG  
[North London Buddhist Centre](#)

### *Christian Churches*

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#### *American Church in London*

- American International Church  
79a Tottenham Court Road  
W1P 9HB  
[American International Church](#)

#### *Baptist*

- Bloomsbury Central Church  
235 Shaftesbury Avenue  
WC2H 8EP  
[Bloomsbury Central Church](#)
- King's Cross Baptist Church  
Vernon Square  
WC1X 9EP  
[King's Cross Baptist Church](#)

#### *Church of England*

- All Saints Church  
18-26 Randell's Road  
N1 0DH  
[All Saints Church](#)
- Holy Cross Church  
98 Cromer St.  
WC1H 8JU  
[Holy Cross Church](#)
- St. George's Parish Church  
Bloomsbury Way  
WC1A 2SA  
[St. George's Parish Church](#)
- St. Pancras Old Church  
Pancras Road  
NW1 1UL  
[St. Pancras Old Church](#)

#### *Methodist*

- King's Cross Methodist Church  
Crestfield St.  
WC1H  
[King's Cross Methodist Church](#)

#### *Quakers*

- Friends House  
173-177 Euston Road  
NW1 2TB  
[Friends House](#)

#### *Roman Catholic*

- Newman House  
Central University Catholic Chaplaincy  
111 Gower Street  
WC1E 6AR  
[Central University Catholic Chaplaincy](#)
- The Blessed Sacrament  
157 Copenhagen Street  
N1 0SR  
[The Blessed Sacrament](#)

#### *United Reform*

- Lumen United Reformed Church  
88 Tavistock Place  
WC1H 9RS  
[Lumen United Reform Church](#)

#### *Hindu Temples*

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- Shree Swaminarayan Mandir  
105 - 119 Brentfield Road  
NW10 8JP  
[Shree Swaminarayan Mandir](#)
- Archway Murugan Temple  
220A Archway Road  
N6 5BA  
[Archway Murugan Temple](#)
- Radha Krishna Temple  
10 Soho Street  
W1D 3DL  
[Radha Krishna Temple](#)

#### *Mosques*

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- Muslim World League  
46 Goodge Street  
W1T 4LU  
[Muslim World League](#)
- Al-nehar Mosque & Education Centre  
70 Caledonian Road  
N1 9DN



### [Al-nehar Mosque & Education Centre](#)

- Central Mosque Trust & Islamic Cultural Centre  
146 Park Road  
NW8 7RG  
[Central Mosque Trust & Islamic Cultural Centre](#)
- East London Mosque  
82-92 Whitechapel Rd  
E1 1JQ  
[East London Mosque](#)

### [Sikh Gurdwaras](#)

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- Central Gurdwara (Khalsa Jatha) London  
62 Queensdale Road  
W11 4SG  
[Central Gurdwara \(Khalsa Jatha\) London](#)

### [Synagogues](#)

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- The Central Synagogue London  
36-40 Hallam St.  
W1W 6NW  
[The Central Synagogue London](#)
- West Central Liberal Synagogue  
21 Maple Street  
W1T 4BE  
[West Central Liberal Synagogue](#)

### [Printing/Photocopies](#)

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CTLS has an account with the London Copy Centre so that students can get discounted printing and copying. You will also be able to order printed packs of course materials for your CTLS courses at the Copy Centre if you so wish.

**London Copy Centre**  
44 Grays Inn Road  
Holborn WC1X 8LR  
[London Copy Centre Website](#)  
Tel.: 020 7404 1555

#### **Prices:**

Black and White Double-Sided Printing - 5p per page  
Colour Double-sided Printing - 25p per page  
Binding - £2.50  
*Plus 20% VAT on all purchases*  
*Minimum charge of £2.50 applies*

Additionally, all students have access to the [King's student computer rooms and libraries](#) and are given £3.00 worth of free printing at King's College.