

International Certification in International Arbitration (Entry Level)

Course objective

This introductory course covers the fundamental concepts of international arbitration and its interconnections with different approaches of dispute resolution. Participants will receive an introductory overview of the legal framework, as well as best practices and procedures pertaining to international arbitration.

Learning outcomes

Participants who have completed this course will possess the following outcomes:

- Comprehend the background of international arbitration;
- Capable to describe the process and procedure of international arbitration;
- Understand the concept of international arbitration in relation to other forms of dispute resolution.

The syllabus

- Comparison of dispute resolution procedures;
- Fundamental principles of the international arbitration process;
- The UNCITRAL Model Law and Arbitration Rules;
- Arbitration rules: institutional and ad hoc agreements;
- Arbitration procedures: documents only and oral hearings (live or virtual);
- The legal framework: the importance of the seat, the New York Convention, procedural laws, and procedural rules;
- The arbitration agreement;
- Commencement of the arbitration;
- An arbitrator's jurisdiction and powers;
- The arbitration process: obligations of the tribunal, responsibilities and obligations of the parties;
- Managing the arbitration process: communications, preliminary meeting, interlocutory matters, dealing with factual and opinion evidence and disclosure of documents including introduction to the IBA Guidelines;
- Presenting the claim and the defence: alternative methods;

- Procedure at a typical hearing, including contrasting common and civil law jurisdictions; Costs and interest: alternative approaches in different jurisdictions;
- Essentials of an enforceable award.

Course Faculty members

- **Ms Karen Mills FCIArb**, Chartered Arbitrator
- **Ms Mary Thomson FCIArb**, Chartered Arbitrator
- **Mr James Thomson FCIArb**

Programme delivery

The course is delivered in in-person for two days (Thursday, May 2 to Friday, May 3, 2024) at Hotel Ayana Midplaza, Jakarta.

Course assessment

Participants are required to complete the online multiple-choice examination. After receiving login credentials for the online platform, candidates will be granted a 28-day period to finish the assessment. During that time, they will be permitted three attempts to complete the task. The questions will be constructed in accordance with the material covered in the Ciarb Introduction to International Arbitration course workbook. The course charge encompasses the assessment cost.

Entry requirements

There are **no prerequisites for admittance**. The course is intended for those who: are new to the field of international arbitration;

wish to learn more about international arbitration and its benefits to users; aspire to obtain Associate membership in Ciarb.

English Language Competence – Assessment and training for Ciarb are conducted in English. Thus, written and spoken English proficiency are both essential requirements in prospective participants. It is advisable for candidates whose native language is not English to possess a minimum proficiency level equivalent to level 7 on the International English Language Testing System (IELTS) or a score between 94 and 101 on the Test of English as a Foreign Language (TOEFL) system. This recommendation is provided by Ciarb as a guideline; however, candidates inadequate this level of English proficiency may be disadvantaged, although no proof of competency is required prior to course enrollment. For the purpose of course registration, we shall need the submission of the following documents:

- A scanned document of **valid ID Card** (KTP or equivalent);
- A scanned document of **valid membership card** (if AAI Member);
- The latest **Curriculum Vitae**;
- A scanned documents of **transfer receipt for course fee**.

Course fee

IDR 10,000,000 is the standard course fee. Course enrolment, course materials, online examination as well as lunch and coffee break during course are all included in the fees.

The payment shall be paid to:

Marieta Mauren – Bank Mandiri RS Jakarta Branch

Account No.: 1020006047507

Currency: IDR

Course registration

Registration and submission of supporting documents shall be completed through this link:

<https://bit.ly/CIArbxAAI-CourseRegistration>

Participants who successfully register for the course will be issued confirmation that their enrolment has been confirmed. Following to that, participants will receive joining instructions and course materials through email approximately one week prior to the commencement of the course. A suggested reading list and an hardcopy of a workbook will be furnished to candidates in order to assist them in their studies.

The deadline for registration and payment of the complete course fee is **April 26, 2024**.

Cancellation policy

Ciarb reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers, and tutors. All changes will be duly communicated to the participants. In the event that the Institute is compelled to terminate a course, participants shall be offered either a complete refund or the option to transfer their registration to the subsequent course. Participant cancellation of a course registration requires written notification to DPP AAI Secretariat (sekretariat@aa1.or.id) no later than one week prior to the course's scheduled start date. A participant's cancellation may result in the application of the course fee towards a future course or a refund of 75%. In the absence of such notification, the participant will not be eligible for a refund.

Next step after course completion

Upon the successful completion of this course, participants:

- may be eligible to claim CPD points;
- will be awarded an Advanced Certificate;
- will be eligible to apply for Associate Member grade of Ciarb, and take advantage of a range of educational and professional benefits; and
- may progress onto the next step of the arbitration pathway to become full Member.

Contact

Amalia Kurniaputri (+31 63886 9326) and **Syifa Salamah** (+62 813 993 4216)