



## **International Entry Course 2024 Physical Intake: 17 April 2024 – 20 May 2024**

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The Singapore Institute of Arbitrators (SI Arb) is pleased to announce that a new edition of its International Entry Course is now open for registration. Candidates who pass the International Entry Course (“IEC” or “Course”) may, subject to satisfying other relevant criteria, qualify for admission as a Member of SI Arb.

### **SYNOPSIS OF THE COURSE**

The IEC consists of 4 modules, 2 tutorials and a written assessment. Each module comprises 2 lectures. There will therefore be 8 lectures and 2 tutorials that constitute the IEC, together with the written assessment.

Each module covers a particular segment of arbitration law and practice. Module 1 gives an overview of arbitration and introduces key concepts, rules and legislation. Module 2 covers the commencement of arbitration, and issues concerning constitution, jurisdiction and powers of the tribunal. Module 3 goes into the arbitration procedure, from statements to the evidentiary hearing. Module 4 discusses the award, its recognition and enforcement, as well as challenges to the same.

The tutorials will review, by way of fact scenarios and case studies, what has been taught in the lectures. Tutorial 1 will cover Modules 1 and 2, whilst Tutorial 2 will cover Modules 3 and 4.

The written assessment is an open-book examination that will assess the candidate’s overall understanding of what has been covered in the 4 modules.

### **FORMAT AND DELIVERY METHOD**

Each lecture will be delivered online by way of a Zoom webinar recording which can be accessed remotely and on demand during the period specified in the Course Schedule below. The duration of each lecture is about 1 hour and 15 minutes on the average, and each candidate is required to view each lecture in sequence and in its entirety. The first lecture is preceded by an Introductory Video by the Course Director. The total scheduled duration of all lectures is 10 hours.

Each tutorial will be led by one or more tutors in a live interactive class conducted in-person. The duration of each tutorial is 3 hours. Each candidate is required to attend the full duration of both Tutorial 1 and Tutorial 2, the dates of which are specified in the Course Schedule below. The total scheduled duration of both Tutorials is 6 hours.

The written assessment will be conducted physically over a period of 2.5 hours on the date specified in the Course Schedule below. Each candidate is required to sit for and pass this written assessment with a minimum score of 50 marks out of a possible 100.

Based on the above, the time allocated for lectures, tutorials and the written assessment is 18.5 hours. This excludes the additional time required for reading, study, tutorial and examination preparation, which varies from individual to individual.

Each candidate who has been successfully registered for IEC will receive personalised login details to the online course portal to access all reading materials, lectures, presentations slides and the Online Written Assessment as set out in the Course Schedule.

### **COMPLETION OF THE COURSE**

To complete the IEC successfully, a candidate must:

- (a) Achieve 100% attendance at all the tutorials; and
- (b) Pass the written assessment.

A candidate who has successfully completed the IEC may, subject to satisfying other relevant criteria, apply for admission as a Member of the Singapore Institute of Arbitrators.



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**COURSE SCHEDULE**

<b><u>Lectures (Self-Study via Online Course Portal)</u></b>		
Lecture videos (and the Introductory Video) will be accessible remotely and on demand during this period: 17 April 2024 to 16 May 2024.		
<b><u>In-Person Tutorials at M Hotel, 81 Anson Road Singapore 079908</u></b>		
<u>Date</u>	<u>Time</u>	<u>Tutorial</u>
Saturday, 18 May 2024	9.00am-12.30pm 12.30pm-1.30pm 1.30pm-5.00pm 5.00pm-5.30pm	Tutorial 1 (with ½ hour break) Lunch Tutorial 2 (with ½ hour break) Course Director's Closing Remarks & Examination Briefing

<b><u>In-Person Examination at M Hotel, 81 Anson Road Singapore 079908</u></b>	
<u>Date</u>	<u>Time</u>
Monday, 20 May 2024	10.00am – 12.30pm

**COURSE CONTENT**

<b>Introduction</b>	<b>Introduction to IEC and its Objectives</b>	<b>Introductory Video</b>	
<b>Module 1</b>	<b>An Introduction to Arbitration</b> <ul style="list-style-type: none"> <li>▪ Key aspects of arbitration and fundamental concepts</li> <li>▪ Arbitration and other forms of dispute resolution</li> <li>▪ Types of arbitration - <i>Ad hoc</i> and institutional arbitration</li> <li>▪ Laws and Rules applicable to an arbitration</li> <li>▪ Overview of Singapore legislation</li> <li>▪ The arbitration agreement</li> <li>▪ Overview of the arbitration process</li> </ul>	<b>Lectures 1 and 2</b>	<b>Tutorial 1</b>
<b>Module 2</b>	<b>Arbitration Agreement, Commencement &amp; The Tribunal</b> <ul style="list-style-type: none"> <li>▪ Agreement to arbitrate – significance and formal requirements</li> <li>▪ Validity of arbitration agreement and stay of court proceedings</li> <li>▪ Commencement of the arbitration – procedure and significance</li> <li>▪ Constituting the Tribunal</li> <li>▪ Jurisdiction and powers of the Tribunal</li> <li>▪ Rights and duties of the Tribunal</li> <li>▪ Challenges to the Tribunal</li> </ul>	<b>Lectures 3 and 4</b>	<b>Tutorial 1</b>
<b>Module 3</b>	<b>Arbitration Procedure</b> <ul style="list-style-type: none"> <li>▪ Institutional and <i>ad hoc</i> arbitration</li> <li>▪ Arbitration rules</li> <li>▪ Overview of arbitral process</li> <li>▪ Pleadings, discovery and other interlocutory matters</li> <li>▪ Preliminary meetings and procedural orders</li> <li>▪ The substantive hearing</li> </ul>	<b>Lectures 5 and 6</b>	<b>Tutorial 2</b>



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	<ul style="list-style-type: none"> <li>▪ Evidence</li> <li>▪ Expert testimony and witness conferencing</li> <li>▪ Closing submissions and close of proceedings</li> </ul>		
<b>Module 4</b>	<b>The Award; Recognition &amp; Enforcement of Awards</b> <ul style="list-style-type: none"> <li>▪ Nature of an award</li> <li>▪ Types of awards</li> <li>▪ Essential features of an award</li> <li>▪ Challenge and appeal</li> <li>▪ Recognition and enforcement of Awards</li> </ul>	<b>Lectures 7 and 8</b>	<b>Tutorial 2</b>

**TECHNICAL REQUIREMENTS**

To properly participate in this Course, you will require the following which must be put in place before the Tutorials and Online Written Assessment:

1. A laptop or computer with stable internet access and an internet browser to access the Course lecture materials.

**FEES & REGISTRATIONS**

**Registration Closing Date: 10<sup>th</sup> May 2024**

<b>SI Arb Associate Members</b>	<b>S\$1,800</b>
<b>Non-SI Arb Members</b>	<b>S\$2,000</b>

**Payment Modes:**

- ❖ **PayNow:** UEN - S81SS0016CUOB  
Entity Name - Singapore Institute of Arbitrators
- ❖ **Credit Card:** Please click [here](#) for payment. (Please select the correct purpose and category)
- ❖ **Bank Transfer/Internet Banking:** Account name – Singapore Institute of Arbitrators | Account number – 208-308-736-8 | Name of Bank – United Overseas Bank Limited | SWIFT Code – UOVBSGSG | Bank Address – 148 Upper Bukit Timah Road, UOB Centre Singapore 588178
- ❖ **Cheque:** Made payable to “Singapore Institute of Arbitrators” and mail to **Secretariat, Singapore Institute of Arbitrators, 60 Albert Street, #10-06, OG Albert Complex, Singapore 189969**

For further enquiries, please contact the Singapore Institute of Arbitrators

Tel: (65) 6336 4970      Fax: (65) 6336 2583      E-mail: [secretariat@siarb.org.sg](mailto:secretariat@siarb.org.sg)

**REGISTRATION, REFUND & CANCELLATION POLICY**

1. Holding of the in-person Tutorials is subject to the approval of any relevant government authorities, including the Singapore Tourism Board.
2. Places to attend the Tutorials in-person are limited and will be allocated by SI Arb based on various qualifying criteria (including COVID-19 risks) and in order of priority upon receipt of registration and all payments due.
3. SI Arb reserves the right to update or amend the details of the programme and/or the faculty without prior notice.
4. No refunds will be made for cancellations or no-shows by those registered. If you are unable to attend the Course, an equivalent substitute may attend in your place at no extra charge provided that at least 3 days prior written notice is given to SI Arb.
5. SI Arb reserves the right to refuse to register or admit any participant, and to cancel or postpone the Course.
6. In-person attendees must abide by all COVID-19 safe management measures imposed by the Government, the Course venue and SI Arb.
7. If you are displaying any COVID-19 symptoms, we encourage you to perform self-testing. If you test positive, please do not attend the Tutorials in-person and contact SI Arb accordingly.
8. Verification of COVID-19 Vaccination Status is not required for admission to the in-person Tutorials and Safe Management Measures do not apply as of 10 October 2022, based on prevailing national guidelines in Singapore. Should there be any updates from the Ministry of Health (Singapore) leading up to the Event, SI Arb will be in touch with further information.
9. Mask wearing is optional at all times during the in-person Tutorials. Please practice good personal hygiene, including frequent washing of hands.
10. By completing this form, you fully consent to the collection, use and disclosure of your personal data as appears in any form, document or electronic template, by SI Arb. [CLICK [HERE](#) TO READ OUR PRIVACY POLICY]



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Practice Area: **Alternative Dispute Resolution**

Training Level: **Foundation**

### SILE Attendance Policy

Participants who wish to obtain CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. For this activity, this includes logging in at the start of the webinar and logging out at the conclusion of the webinar in the manner required by the organiser, and not being away from the entire activity for more than 15 minutes.

Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.silecpdcentre.sg> for more information.



Tutorial 1 and Tutorial 2 are Accredited CPD Activities under the SILE CPD Scheme. Lawyers who comply with the SILE Attendance Policy will obtain 6 Public CPD Points if they attend both Tutorial 1 and Tutorial 2.

Lawyers may also obtain 10 Private CPD Points for reviewing all 8 recordings of the lectures in full. Lawyers should log into their ePortfolio account on [www.silecpdcentre.sg](http://www.silecpdcentre.sg) and update their Learning History to reflect the Private CPD Points obtained from reviewing the lectures.

Public CPD Points obtained in respect of Tutorial 1 and Tutorial 2 will be updated in lawyers' ePortfolio accounts by SILE.



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**Registration Form**

<b>First Name</b>		<b>Last Name</b>	
<b>Name to be printed on Certificate</b>			
<b>Organisation</b>			
<b>Designation</b>		<b>Membership Category (if applicable)</b>	
<b>Mailing Address</b>			
<b>Contact Number</b>			
<b>Email Address</b>			

**Please select your category accordingly:**

		<b>Please tick accordingly</b>
<b>SI Arb Associate Members</b>	S\$1,800	<input type="checkbox"/>
<b>Non-SI Arb Members</b>	S\$2,000	<input type="checkbox"/>

**Please indicate your mode of payment accordingly:**

<input type="checkbox"/>	<b>PAYNOW</b> to UEN: S81SS0016CUOB   Entity Name - Singapore Institute of Arbitrators
<input type="checkbox"/>	<b>Credit Card:</b> Please click <a href="#">here</a> for payment. (Please select the correct purpose and category)
<input type="checkbox"/>	<b>Bank Transfer/Internet banking</b> Account Name: Singapore Institute of Arbitrators Account number – 208-308-736-8 Name of Bank – United Overseas Bank Limited SWIFT Code – UOVBSGSG Bank Address – 148 Upper Bukit Timah Road, UOB Centre Singapore 588178
<input type="checkbox"/>	<b>Cheque</b> Made payable to “ <b>Singapore Institute of Arbitrators</b> ” and mail to Secretariat at 60 Albert Street, #10-06, OG Albert Complex, Singapore 189969

**Signature**

**Date**

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