International Entry Course 2023
Hybrid Intake 1: 13 March – 17 April 2023
Online Intake 2: 5 June – 10 July 2023

The Singapore Institute of Arbitrators (SIArb) 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 SIArb.

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

HYBRID INTAKE 1 – ONLINE LECTURES & IN-PERSON TUTORIALS

ONLINE INTAKE 2 - ONLINE LECTURES & TUTORIALS

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 for Intake 1 and virtually on the Zoom meeting platform for Intake 2. 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 virtually on SIArb's online course portal 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 SIArb's 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

Lectures (Self-Study via SIArb Online Course Portal)			
Lecture videos (and the Introductory Video) will be accessible remotely and on demand during this period:			
INTAKE 1 9.00am on 13 March 2023 to 6.00pm on 17 April 2023		**INTAKE 2** 9.00am on 5 June 2023 to 6.00pm on 10 July 2023	

Tutorials			
Date	Time	Tutorial	
INTAKE 1 **(In-Person Tutorials at M Hotel, 81 Anson Road, Singapore 079908**			
Saturday, 15 April 2023	9.00am-12.30pm	Tutorial 1 (with ½ hour break)	
	12.30-1.30pm	Lunch	
	1.30-5.00pm	Tutorial 2 (with ½ hour break)	
	5.00-5.30pm	Course Director's Closing Remarks & Examination Briefing	
INTAKE 2 **(Online Tutorials via Zoom)**			
*Friday, 7 July 2023 <u>OR</u> Saturday, 8 July 2023	10.00am–1.00pm	Tutorial 1	
	2.00pm–5.00pm	Tutorial 2	
	5.00-5.30pm	Course Director's Closing Remarks & Examination Briefing	

NB: SIArb reserves the right to allocate candidates to groups for the Tutorials and to conduct the Tutorials on either or both dates at its discretion. Candidates should ensure they are available for the full day on both dates stated for the relevant intake.

Written Assessment	
INTAKE 1 (Online Examination via Zoom)	
Date	Time
Monday, 17 April 2023	10.00am – 12.30pm
INTAKE 2 (Online Examination via Zoom)	
Date	Time
Monday, 10 July 2023	10.00am – 12.30pm

COURSE CONTENT

Introduction	Introduction to IEC and its Objectives	Introductory Video	

Module 1	**An Introduction to Arbitration**
	  ▪ Key aspects of arbitration and fundamental concepts
	  ▪ Arbitration and other forms of dispute resolution
	  ▪ Types of arbitration - *Ad hoc* and institutional arbitration
	  ▪ Laws and Rules applicable to an arbitration
	  ▪ Overview of Singapore legislation
	  ▪ The arbitration agreement
	  ▪ Overview of the arbitration process
		Lectures 1 and 2	**Tutorial 1**

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Module 2	**Arbitration Agreement, Commencement & The Tribunal** ▪ Agreement to arbitrate – significance and formal requirements ▪ Validity of arbitration agreement and stay of court proceedings ▪ Commencement of the arbitration – procedure and significance ▪ Constituting the Tribunal ▪ Jurisdiction and powers of the Tribunal ▪ Rights and duties of the Tribunal ▪ Challenges to the Tribunal	**Lectures 3 and 4**	**Tutorial 1**
Module 3	**Arbitration Procedure** ▪ Institutional and *ad hoc* arbitration ▪ Arbitration rules ▪ Overview of arbitral process ▪ Pleadings, discovery and other interlocutory matters ▪ Preliminary meetings and procedural orders ▪ The substantive hearing ▪ Evidence ▪ Expert testimony and witness conferencing ▪ Closing submissions and close of proceedings	**Lectures 5 and 6**	**Tutorial 2**
Module 4	**The Award; Recognition & Enforcement of Awards** ▪ Nature of an award ▪ Types of awards ▪ Essential features of an award ▪ Challenge and appeal ▪ Recognition and enforcement of Awards	**Lectures 7 and 8**	**Tutorial 2**

TECHNICAL REQUIREMENTS

To properly participate in this Course, you will require the following which must be put in place before the Tutorials (for Intake 2) and Online Written Assessment (no exceptions will be entertained):

1. A laptop or computer (as typing will be required during the Tutorials (for Intake 2) and Online Examinations, accessing via mobile phone or other mobile devices is not encouraged)

2. Stable Internet access from the same laptop/computer– a wired connection is recommended (this is especially important for taking the online written assessment)

3. An Internet browser on the same laptop/computer

4. A video camera (either external or built-in to your laptop or computer) to participate in the video Tutorials (for Intake 2) and Online Written Assessment.

5. Zoom Client for Meetings:
   If you have not used Zoom before, click HERE to download the latest version for security reasons. Even if you already have Zoom installed, we recommend that you check to ensure you have updated to the latest version due to frequent security upgrades and to ensure that your laptop/computer meets the minimum requirements for the use of Zoom.

FEES & REGISTRATIONS

INTAKE 1 (13 MARCH-17 APRIL 2023)
Registration Closing Date: 24 March 2023

SIArb Associate Members	S$1,800
Non-SIArb Members	S$2,000

INTAKE 2 (5 JUNE – 10 JULY 2023)
Registration Closing Date: 26 May 2023

SIArb Associate Members	S$1,440
Non-SIArb Members	S$1,620

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To register for Hybrid Intake 1 (13 March – 17 April 2023), click HERE.

To register for Online Intake 2 (5 June– 10 July 2023), click HERE.

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Payment Modes:

❖ **PayNow:** UEN - S81SS0016CUOB
  Entity Name - Singapore Institute of Arbitrators

❖ **Credit Card:** Please click here (Select Payment Category accordingly and enter payment details.)

❖ **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, 12 Eu Tong Sen Street #08-169, Singapore 059819**

For further enquiries, please contact the Singapore Institute of Arbitrators

Tel: (65) 6551 2785 Fax: (65) 6225 9426   E-mail: 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 SIArb based on various qualifying criteria (including COVID-19 risks) and in order of priority upon receipt of registration and all payments due.*
3. *SIArb 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 SIArb.*
5. *SIArb 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 SIArb.*
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 SIArb 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, SIArb 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 SIArb. [CLICK HERE TO READ OUR PRIVACY POLICY]*

Practice Area: **Alternative Dispute Resolution**

Training Level: **Foundation**

CPD Points: 6

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 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.

RICS: 6 Formal CPD Hours
BOA-SIA: 4 CPD Points
PEB: 6 PDUs