

Course Information

17th – 18th JUNE 2026 Introduction to International Arbitration (Online).

What is the aim of the course?

To provide an understanding of the general principles of International (i.e. non-domestic) Arbitration and its relationship to other dispute resolution processes. The course will provide candidates with an introduction to the legal framework of, and good practice and procedure in, International Arbitration in their jurisdiction.

What are the learning outcomes?

On successful completion of this course candidates will be able to:

- Understand the background to International Arbitration;
- Describe the process and procedure of International Arbitration;
- Understand International Arbitration in the context of other forms of dispute resolution.

What is covered within the syllabus?

- Comparison of dispute resolution procedures;
- Fundamental principles of the International Arbitration process;
- The UNCITRAL Model Law and Arbitration Rules;
- Arbitration rules: time-limited, institutional, industry standards, industry schemes and ad hoc agreements;
- Arbitration procedures: documents only and oral hearings;
- 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 defense: 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.

How is the course delivered?

The course is delivered over 2 days virtually.

How will I be assessed?

Assessment of this course is completed through an online multiple-choice test accessed via LearnADR. Candidates will be given 28 days to complete and submit the assessment. Candidates must achieve a minimum overall mark of 55% to pass the course.

Results are made available to candidates immediately upon completion of the assessment.

What are the entry requirements?

There are no entry requirements. The course is intended for candidates who:

- are new to the field of International Arbitration;
- wish to learn more about International Arbitration and its benefits to users;
- wish to become an Associate member of Ciarb.

English Language Competence - Ciarb training and assessment is carried out in English it is therefore essential that candidates are proficient in both written and spoken English. Where English is not a candidate's first language it is recommended that they have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system. Ciarb issues this advice as a guideline and, while it will not require any evidence of this standard prior to enrolment on a course, candidates who do not have this standard of English may be disadvantaged but encouraged to take the course.

What is the course fee and what does it include?

The course fee is **\$350.00** The fee includes registration on the course, study materials and online assessment. *Please note that the fees are subject to change.* **Payment can be done by bank deposits or transfer to the Institute ACCESS BANK RWANDA PLC Domiciliary Account No. 7002190201835501 for tuition and online assessment. The account name is CHARTERED INSTITUTE OF ARBITRATORS-CIARB RWANDA. The SWIFT CODE is BK0RRWRW.**

What happens when I register for the course?

Upon successful registration on the course, candidates will receive confirmation they are booked on the course, course materials and any other relevant information. Following the

completion of the Course candidates will receive the log in details for the online assessment.

What is Ciarb's policy on cancellation of courses?

Ciarb reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers and tutors. Candidates will be provided with adequate notice of any change. If Ciarb has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course. Should a candidate wish to cancel their registration of a course, notification must be received in writing to Rwanda.secretary@ciarb.org

The following cancellation charges apply.

Notice prior to commencement of event	Cancellation Charge
Over two weeks	Full refund
One to two weeks	50% refund
Less than one week	No refund

A delegate may also defer to the next available date. Deferral of two weeks or less to the course will attract a 50% penalty.

What is my next step when I complete the course?

On successful completion of this course, candidates:

- will be awarded an Introductory Certificate;
- may progress onto the Accelerated Route to Membership Programme
- will be eligible to apply for Associate grade of Ciarb and use our post-nominal 'ACI Arb' and take advantage of a range of educational and professional benefits.
- Candidates are only eligible to apply for the relevant membership grade for a maximum of 2 years after having successfully completed the course & assessment.
- Attend Ciarb Trainings, webinars, workshops, Conferences at a discounted fee or free.

Application Forms and Registrations

Application Forms should be completed and returned with evidence of payment on or before **15th June, 2026** via email to Rwanda.secretary@ciarb.org .

Note: Registration is subject to space availability.

Registration is ONLY accepted upon the receipt of proof of payment (POP).



Mr. Aimé Mbarushimana MCiarb
Chairman, Ciarb Rwanda Branch



Ms. Mispa AWASUM,
Manager, Ciarb Rwanda Branch

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Registration Form

I wish to register for the above Course and thereafter apply for Associate Membership of the Chartered Institute of Arbitrators.

Registration fee is payable in advance **(DO NOT FILL IF YOU HAVE NOT PAID).**

USE BLOCK LETTERS

Title: Mr., Mrs, Miss, Chief, Dr., Prof.

First Name (Block Capitals)

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Middle Name (Block Capitals)

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Surname (Blocks Capitals)

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Date of Birth

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Physical Address

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Tel. No: Email.....

Primary Profession /Trade

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Qualifications

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Firm/Organisation

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I have read and understood the booking terms and conditions.

Signature: Date:

For Official Use only:

Date of Receipt of Application:

Receipt No:

Date Workbook forwarded:

Payment details:

Received by Manager Ciarb Rwanda Branch: