

Course Information

Introduction to International Arbitration (Online)

10 and 11 July 2025

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 by Zoom.

How will I be assessed?

Assessment of this course is completed through an online multiple-choice test accessed via LearnADR from 14 July 2025. 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 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 are 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.

Access Bank Rwanda PLC Domiciliary

Account: 7002190201835501 for tuition and online assessment

Account name: Chartered Institute of Arbitrators – Ciarb Rwanda

Swift Code: BKORRWRW

What happens when I register for the course?

Upon successful registration, 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 login 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

Over two weeks

One to two weeks

Less than one week

Cancellation charge

Full refund

50% refund

No refund

A delegate may also defer to the next available date. Deferment 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 Module 1 Law, Practice and Procedure in International Arbitration;
- Be eligible to apply for Associate membership of Ciarb (ACI Arb) – ideal if you are just starting out on your career in private dispute resolution*. Membership enables you to access preferential rates on Ciarb webinars, workshops and conferences.

*Candidates are only eligible to apply for the relevant membership grade for a maximum of 2 years after having successfully completed the course & assessment.

Application Form and Registration

Application form should be completed and returned with evidence of payment on or before 4 July 2025 to the Branch Secretariat by 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).

Chartered Institute of Arbitrators Rwanda Branch

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