



GRADUATE CERTIFICATE IN INTERNATIONAL ARBITRATION

Frequently Asked Questions (FAQS)

CURRICULUM

- 1. What subjects / modules are covered in this programme?**

 - (a) Contract, Tort and Evidence (CTE)
 - (b) Arbitration Law and Practice (ALP)
 - (c) Drafting and Award Writing (DAW)
- 2. What is the Drafting and Award Writing Practicum?**

The DAW Practicum is an intensive, interactive assessment which involves role play, drafting exercises and a final Award Writing examination.
- 3. What is the duration of the course?**

This course is conducted over a university semester. Teaching will commence in the first week of January and will end within May.
- 4. What is the class size?**

It is strictly limited to 30 students (including any re-takers). This is to ensure that an appropriate tutor / student ratio is maintained (which is especially important for DAW), and to satisfy the requirements of the accrediting professional institutions.
- 5. Is attendance at all classes by all students compulsory?**

Yes. Any absence as a result of illness must be supported by a medical certificate. Any absence due to unavoidable work commitments must be supported by a letter from your employer.
- 6. Are there tutorials?**

Only as appears in the timetable. However, as with previous GCIA classes, students are encouraged to organise among themselves peer discussion and revision groups.
- 7. There are two Graduate Certificates relating to International Arbitration. What is the difference between GCIA and GCIADR?**

The following summarizes the differences between the two programmes:

Programme/ Feature	Graduate Certificate in International Arbitration (GCIA)	Graduate Certificate in International Arbitration & Dispute Resolution (GCIADR)
Target Audience	Non-Lawyers & Lawyers	Lawyers only
Entry Requirements	Good bachelor's degree in any discipline	LLB degree or its equivalent
External Accreditation	Singapore Institute of Arbitrators (SIArb) & Chartered Institute of Arbitrators (CIArb)	None

8. Will classes be taught online?

The mode of teaching is determined by the respective course instructors in the modules. As part of the University's Crisis Preparedness Exercise, course instructors have the option to teach using online platforms even during normal circumstances. Students are advised to login to LumiNUS for class announcements at least 3 days before each lesson.

MODULE ASSESSMENTS

9. When will the assessments and examinations be held?

In March, April and May 2021. Please click [here](#) to download the draft timetable.

10. May I qualify for exemption from any of the examinations or assessments?

No exemptions are available in respect of the ALP and DAW modules.

Successful applicants who are qualified lawyers, who have substantial post-qualification experience in the practice of law, and who can demonstrate an up-to-date knowledge of Singapore's laws of contract, tort and evidence, may subsequently apply for and, at the sole discretion of the Law Faculty, be granted an exemption from sitting the CTE examination. However, attendance at and participation in all CTE classes is necessary for qualification.

11. Is there a supplementary examination if I fail any of the modules?

There are no supplementary examinations.

12. Will I be allowed an opportunity to retake any failed module?

A candidate who fails any of the examinations or is prevented by any cause judged sufficiently by the examiners to excuse him/her from taking any of the examinations may, at the sole discretion of the Law Faculty, be allowed ONE opportunity to retake any failed or excused module the following year upon payment of the entire course fee which is applicable for that year.

13. Will I be required to use one of the University's computers to complete my Award Writing Examination?

Yes, all students are required to draft their Award using the computers which are made available by the University. For reasons relating to the integrity and security of the examination, no personal laptops or thumb drives (or any similar devices) are to be used at any time during the examination, and the use of any existing soft copy template, etc (whether via the Internet or otherwise) is strictly prohibited.

14. Can special arrangements be made for taking the examinations if I suffer from a disability?

Yes, but strictly in accordance with the University's guidelines.

15. Can I seek a review of my examination results if I am dissatisfied with them?

Yes, but strictly in accordance with the University's guidelines.

GRADING

16. How are students graded for the GCIA modules?

Modules	Passing Marks (%)	Grade
CTE and ALP	85 and above	Pass with Distinction
	55 and above	Pass
	Below 55	Fail

Modules	Technical Merit + Judicial Merit (%)	Grade
Drafting & Award Writing Practicum	85 and above	Pass with Distinction
	70 and above	Pass
	Below 70	Fail

GRADUATION REQUIREMENTS

- 17. What are the graduation requirements for the award the Graduate Certificate?**
Candidates must successfully pass all 3 modules in order to be awarded the Graduate Certificate in International Arbitration.
- 18. Will there be a graduation ceremony?**
Yes. This is usually held in September / October each year.

PROFESSIONAL ACCREDITATION

- 19. Does GCIA allow me to hold myself out as a qualified Arbitrator?**
No. Nevertheless, GCIA is a significant first step towards such qualification and recognition.
- 20. How can I qualify as a Fellow of the Chartered Institute of Arbitrators (CI Arb)?**
While successful GCIA candidates are exempted from taking CI Arb's own examinations (provided they score at least 70% in the DAW Award Writing examination), its other requirements such as passing an Interview must still be met. Since these requirements change from time to time, you are encouraged to check on current requirements directly with CI Arb.
- 21. Can I qualify as a Fellow of the Singapore Institute of Arbitrators (SI Arb) once I have obtained the Graduate Certificate in International Arbitration?**
Yes. GCIA is fully recognised by SI Arb. Upon graduation, you may apply for Fellowship with that institution.

ADMISSION

- 22. What are the admission requirements?**
A good Bachelor's Degree from a recognised University.
- 23. Is there an age requirement or limit?**
No, but priority will be given to applicants over the age of 35, the reason being that this is the required minimum age for Fellowship with the Singapore Institute of Arbitrators and the Chartered Institute of Arbitrators.
- 24. How do I apply?**
Please click here to complete the online application form.

The Referee's Report Form can be downloaded [here](#).
- 25. What is the closing date for application?**
Friday, 8 November 2020.
- 26. If I am accepted on to this course, when will I receive the offer letter?**
You should receive an offer letter by the end of November 2020.

FEES & PAYMENTS

- 27. How much is the course fee?**
SGD8,560.00 (including 7% GST).
- 28. What is the mode of payment? Can payment be made by instalments?**
Payment is to be made by cheque and credit card. Payment by instalments is not permitted.
- 29. Do I need to make the payment together with the application form?**
Yes. You are required to submit your application form, together with the course fee. In the event that you are not selected for the course, your payment will be returned to you. Offer letters will only be given to those who have tendered the full course fee.
- 30. May I use my SkillsFuture Credits & One-off Credit Top-Up for this programme?**
Yes, GCIA is a SkillsFuture Credit-eligible Programme. All Singaporeans aged 25 and above can use their SkillsFuture Credit from the government to offset part of the course fee for this programme. Applicants who wish to use the SkillsFuture Credit may refer to <http://www.skillsfuture.sg/credit> for more details.
- 31. If, for any reason, I am unable to sit one or more of the assessments or examinations and complete the course, will I be entitled to a refund of the whole or any part of the course fee?**
No. Further, you will not be allowed to defer your attendance and complete the course the following year without paying the entire course fee which is applicable for that year.

LEARNING RESOURCES

- 32. Will I be given a full set of materials for the course?**
Yes. The materials will be disseminated in class or via LumiNUS – an integrated online learning portal.
- 33. Will I be required to use a laptop for classes and assessments?**
Students will be required to access LumiNUS to download seminar notes and readings. Students may be required to make presentations, refer to materials, upload assignments or sit for e-assessments using a personal laptop.
- 34. Will I have borrowing rights at the CJ Koh Law Library and access to digital library resources?**
Yes, all GCIA students enrolled will be provided with library borrowing rights and access to the CJ Koh Law Library at the Bukit Timah Campus. To support student learning and research, they will have access to 2 digital research resources – LawNet & WestLaw.
- 35. Will I be provided with an NUS Email Address and access to NUS IT Learning Resources?**
Yes, all GCIA students enrolled in the programme will be provided with an NUS email account and access to LumiNUS for their learning needs.

SUPPORT & ASSISTANCE

- 36. I have been out of school for a long time. Will there be any orientation or briefing for adult learners?**
Yes, there will be an orientation briefing prior to the start of your first lesson. A technology briefing will also be scheduled on a Saturday morning.