



Special Course in Arbitration & Alternative Dispute Resolution

Course Application Form



About the Course

The Chartered Institute of Arbitrators Kenya Branch in partnership with the Kenya School of Law has organised the above two-day course to be held online on Tuesday 3rd & Wednesday 4th August, 2021. This course is designed to give you an understanding of the general principles and practice of Arbitration and other forms of Alternative Dispute Resolution (ADR).

This Course is for you if:

- You wish to learn more about Arbitration and ADR.
- You are considering further study to become a practising Arbitrator, and wish to improve knowledge you have gained at work.
- You wish to join the Institute as an Associate Member

The Course contents

EXAMINABLE	NON-EXAMINABLE
<ul style="list-style-type: none">➤ Appointment, Jurisdiction and Powers of the Arbitrator➤ Interlocutory and Preliminary Proceedings➤ Submission to the Arbitration and Disclosure of Documents➤ Procedures at the Hearing➤ Evidence➤ Costs and Interest➤ Award Writing and Essentials of a Valid Award➤ Alternative Dispute Resolution Mechanisms➤ The Arbitration Acts 1996 History and Development	<ul style="list-style-type: none">➤ The Arbitration Acts 1995 As amended➤ The Arbitration Acts 1997➤ UNICITRAL Model Law

Soft copy course notes will be sent to you upon successful registration. Only the participants who will have registered and paid the full course fee will be eligible to access the course notes. Hard copy notes, postage or courier delivery can be requested at an additional cost.

Course Fees

The course fee is at a **discounted rate** of Kshs 20,000/-. This caters tuition. The fee can be paid in instalments provided all instalments are paid before the closing date of **Friday 30th July, 2021**. We strongly recommend that those making instalment payment to make a deposit of Kshs 10,000/- to receive the workbook for early preparation.

Examination Fees

The examination fee is Kshs 14,000/-. This is for those who intend to join the Chartered Institute of Arbitrators as Associate members. The fee is payable before the closing date of **Friday 30th July, 2021**. This is not mandatory for this program and candidates are free to sit the examination at any future available exam session.

Programme

- Tutorials - 3rd & 4th August, 2021, from 08.30 to 17.00 hours.
- Examination will be online and shall be released via link on Friday 6th August, 2021

FREQUENTLY ASKED QUESTIONS

What will happen at the course?

The course will take the form of a series of virtual lectures and discussions and includes the opportunity for you to take part in identifying issues from a set scenario.

After successful completion of the 2-day course, Assessment is completed through an online multiple-choice test accessed via Learn ADR, CI Arb's online learning platform. Candidates will be given 28 days to complete and submit the assessment. Candidates are required to achieve a minimum overall mark of 55% to pass the course. Successful candidates will be informed immediately on completion and submission of the test.

There are two other Introduction courses, what is the difference and do I have to attend all three?

Because the use and flexibility of private dispute resolution is growing, the Institute recognises that some students may wish to learn more about Mediation or Construction Adjudication, so we also offer Introduction Courses specifically dealing with these topics.

You are more than welcome to attend more than one Introduction, but you only need to take one test from any one introductory program leading to Associate status.

How do I make payment?

You can pay via Mpesa Paybill No. 975743 Ac ECKSL2021

Or Make a deposit/ transfer to our Bank account:

NCBA Bank, Mama Ngina Branch
Ac Name: Chartered Institute of Arbitrators
Ac No: 6435390017
SWIFT CODE: CBAFKENX

Application forms together with the requisite course fee must be submitted on or before Friday 30th July, 2021 to the following address: -

The Course Administrator
Chartered Institute of Arbitrators (Kenya Branch)
Nicholson Drive, Off Ngong Road
P O Box 50163-00200
NAIROBI
E - Mail : info@ciarbkenya.org



SPECIAL COURSE IN ARBITRATION & ADR

AUGUST 3RD & 4TH, 2021

REGISTRATION FORM – 2ND Session

Please complete all sections in BLOCK CAPITALS and return your completed form to:

CIArb Course Administrator, Chartered Institute of Arbitrators

Nicholson Court, Nicholson Drive, off Ngong Road

P.O. Box 50163 – 00200 NAIROBI

• E info@ciarbkenya.org

• M +254 722 200496/ +254 734 652205

PERSONAL DETAILS

Surname:

First Name:

Other Names:

Title:

Profession/Trade

Gender: Male

Female

Date of Birth:

(mandatory)

Address:

Postcode:

Town:

Country:

Physical (Delivery) Address if different from main address (for course materials and results):

Cell Phone:

Email:

Employer/ Firm/ Organisation

Bank Transfer Deposit / transfer date:/...../.....

Cheque / Bank Draft

Any costs arising out of unpaid or uncleared cheque will be met by the applicant.

Cancellation charges will STRICTLY apply as follows:

Notice Prior to commencement of event

≈ Over Three weeks

≈ One to two weeks

≈ Less than one week

Cancellation charges

Full refund

50 % refund

No refund

Cancellation notice should be sent to the institute by email to info@ciarbkenya.org or a hard copy letter dropped off at the Institute. Verbal or other forms of cancellation will not apply. A deduction of 10% of Course fees will be made on all participants wishing to defer their training to the next course provided there are not more than two deferrals and notice to differ is received at least seven days before the date of the 1st Tutorial.

If payment is made by bank transfer/ deposit, this should be made payable to the **Chartered Institute of Arbitrators, NCBA Bank, Mama Ngina Branch, Account Number: 6435390017. Or Mpesa Paybill No. 975743 Account No. ECKSL2021**

Signature:

Date:

Receipt No:

Issued documents

Receiving officers Signature: ----- Application number: