

## **Accelerated Route to Fellow**

### **Course Application Form 2025**

#### **About the Course**

The Chartered Institute of Arbitrators, Kenya Branch has organised the above 3-day training, 2-day assessment and four hour typed Award Writing Examination to be held online. The online Tutorials and Assessments to be held online on:-

**Tutorial 1** – 25<sup>th</sup> March, 2025

**Tutorial 2** – 2<sup>nd</sup> April, 2025

**Tutorial 3** – 2<sup>nd</sup> May, 2025

**Oral Assessments** – 27<sup>th</sup> & 28<sup>th</sup> May, 2025

**Written Examination** – 20<sup>th</sup> June, 2025

The standard Route to Fellowship is by attending Tutorials and the passing of written examinations up to Module 3 level. It has been recognized that this standard Route to fellowship may not be appropriate for experienced Lawyers and Arbitrators who have been in active practice for ten or more years. This special program is open to members and non-members of the Institute who are *experienced* Arbitrators with an approved legal qualification or civil litigation lawyers with at least ten years experience *including appropriate exposure to arbitration law and practice*. Experienced Arbitrators who are not lawyers will be required to pass Module 1 – Law of Arbitration and Module 2 – Contract & Tort of the Institute Examination before undertaking this Accelerated Program.

#### **This Special Accelerated Programme is complete if you:**

1. Pass the Oral Assessment Workshops
2. Pass the four-hour typed Award Writing Examination / "At Home" Course work

#### **Course Assessment**

The course is a mix of a special block release three-day tutorial on aspects of arbitration and an outline of Award Writing coupled with **an oral assessment** of knowledge of relevant law including the law and practice of arbitration as well as self-presentation and judgment skills of the candidate. The aim of the three-day Tutorial is to outline, as a reminder, the main principles of arbitration and to provide the formal and substantive requirements of an enforceable reasoned award, and a structure which will help give

shape to the reasoning process. Candidates will be expected to write out a reasoned Award.

To prepare for the course a pre-course workbook (Part 1 & 2) is released to the delegates on receipt of the duly filled application form and requisite payments.

An eligible candidate is deemed to be up to date with the law of contract, tort and evidence as well as the law and practice of arbitration, for purposes of qualifying.

## The Assessment & Examination Content

Arbitration Agreement  
Jurisdiction & Powers  
Arbitration Practice & Procedure  
Interlocutory applications  
Costs & Interest  
Procedural matters  
Writing of an enforceable award

## Course Fees [Tutorial, Oral Assessment & Examination]

The **Tutorial and Oral Assessment fee** is Kshs 110,000/- (Kenya Shillings One Hundred Ten Thousand only). The fee includes the reading materials, online Tutorials and the Oral assessments.

The **Examination fee** payable separately is £412 (United Kingdom Pounds Four Twelve Only). This is payable in United Kingdom Pounds to the Institutes Pounds account.

Payment details on the application form.

### Tutorials – Virtual

Day 1

Timings 08.30 to 17.00 hours.

Day 2 & 3

Timings 08.30 to 13.00 hours.

### Assessments – Virtual

Day 4 & 5 – Two Days

Timings 08.30 to 15.00 hours. **(Oral Assessments)**

Day 6

Timings within 48 hours. **(Examination)**

## FREQUENTLY ASKED QUESTIONS

What will happen at the assessment?

The assessment will take the form of a series of workshops where participants will be orally assessed on different aspects of the Arbitral process from a chosen scenario in one group.

The assessments will be based on knowledge of arbitration Law and Practice, Judgement and Self-presentation

### **What is expected of me at the examinations?**

Candidates should note that this *is a **four-hour*** open book examination; one is permitted to carry any text book to the examination room or 48 hours Home based open book examination. An award writing examination comprising of a scenario in two parts, the first provided by e-mail approximately ten days before the examination date, the second provided at the beginning of a fixed 4-hour written examination period or 12 noon GMT for the home-based examination.

- Candidates will be expected to write Display a knowledge and understanding of how to write an enforceable, reasoned award that is legally satisfactory, clear, cogent, comprehensive and concise.
- Demonstrate an intelligent and intelligible use of language, grammatically correct and correctly spelt.
- Produce an effective, reasoned and enforceable award.

The examination pass mark is 70%.

## Applications

Application forms can be obtained from Chartered Institute of Arbitrators (Kenya Branch) office or from our web site [www.ciarbkenya.org](http://www.ciarbkenya.org) . Application will be received on a first come first served bases.

**Application forms together with the requisite course fee must be submitted on or before Wednesday 5<sup>th</sup> February 2025 to the following address: -**

The Course Administrator, Chartered Institute of Arbitrators (Kenya Branch)  
P O Box 50163-00200 NAIROBI  
E – Mail : [info@ciarbkenya.org](mailto:info@ciarbkenya.org)

***We, however, recommend that applicants complete the application process as soon as is practicable in order to receive the reading material for early preparation.***

## Accelerated Route to Fellow REGISTRATION FORM 2025

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

**CI Arb Course Administrator, Chartered Institute of Arbitrators**

Flamingo Towers Mara Road, Upperhill P.O. Box 50163 – 00200 NAIROBI

• E [info@ciarbkenya.org](mailto:info@ciarbkenya.org) • M +254 (020) 0722 200496/ 0734 652205

PERSONAL DETAILS									
Surname:	First Name:								
Other Names:	Title:								
Profession/Trade	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth: <span style="color: red;">(Mandatory)</span>								
Address:									
Postcode:	Town : Country:								
Physical (Delivery) Address if different from main address (for course materials and results):									
Cell Phone:	Email:								
Employer/ Firm/ Organisation									
<input type="checkbox"/> Bank Transfer    Deposit / transfer date: ...../...../..... <input type="checkbox"/> Cheque / Bank Draft									
Any costs arising out of unpaid or uncleared cheque will be met by the applicant.									
<b>Cancellation charges will STRICTLY apply as follows:</b> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 50%;">Notice Prior to commencement of event</th> <th style="text-align: left; width: 50%;">Cancellation charges</th> </tr> </thead> <tbody> <tr> <td>≈ Over Three weeks</td> <td>Full refund</td> </tr> <tr> <td>≈ One to two weeks</td> <td>50 % refund</td> </tr> <tr> <td>≈ Less than one week</td> <td>No refund</td> </tr> </tbody> </table> <p>Cancellation notice should be sent to the institute by email to <a href="mailto:info@ciarbkenya.org">info@ciarbkenya.org</a> 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 1<sup>st</sup> Tutorial.</p> <p>If payment is made by bank transfer/ deposit, this should be made payable to <b>the Chartered Institute of Arbitrators, NCBA Bank , Mama Ngina Branch, Account Number: 6435390017. Or Mpesa Paybill No. 975743 Account No. ARF251</b> [Participants Initials]</p>		Notice Prior to commencement of event	Cancellation charges	≈ Over Three weeks	Full refund	≈ One to two weeks	50 % refund	≈ Less than one week	No refund
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≈ Less than one week	No refund								
Signature:	Date:								

Receipt No:

☐ Issued documents

*Receiving officers Signature:* -----