



## **FELLOWSHIP ASSESSMENT COURSE (FAC)**

**(Module 1)**

**18 & 19 October 2018, Thursday & Friday, 9.00am to 5.30pm**

**(Modules 2, 3 and 4)**

**26 October 2018, Friday, 8.30am to 5.30pm**

**(Modules 5 and 6)**

**27 October 2018, Saturday, 9.00am to 5.30pm**

**(Written Assessment)**

**29 October 2018, Monday, 8.30am to 5.30pm**

**M Hotel, 81 Anson Road, Singapore 079908**

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The Singapore Institute of Arbitrators (SI Arb) is pleased to announce that the Fellowship Assessment Course 2018 is now open for registration.

### **SYNOPSIS OF THE COURSE**

The Fellowship Assessment Course (FAC) is a programme which consists of Modules 1, 2, 3, 4, 5 and 6 and an Award Writing Examination.

Module 1 (18 & 19 October 2018) covers topics relating to the Laws of Contract, Tort and Evidence. Candidates who have obtained a degree in law from a university or other tertiary institution recognized by the SI Arb (or such other legal qualifications as the SI Arb may in its absolute discretion accept) are exempted from Module 1. All other candidates are required to attend Module 1 and pass the Written Assessment for that module before being eligible to proceed to the remaining modules and to take the Award Writing Examination.

Modules 2, 3, 4, 5 & 6 (26 & 27 October 2018) cover topics such as the arbitration agreement, institutional and *ad hoc* arbitrations, appointment of arbitral tribunal, role and duties of the tribunal, law and rules governing the arbitration, arbitration procedure, conduct of arbitration hearings, drafting of directions, and drafting of the Award.

The Award Writing Examination (29 October 2018) is an open-book examination and will assess candidates on their knowledge of the topics covered in Modules 1, 2, 3, 4, 5 & 6, as well as their ability to write an Arbitral Award.

### **COMPLETION OF THE COURSE**

To complete the FAC successfully, a candidate must (a) achieve 100% attendance of each of Modules 1 (unless exempted from that module as aforesaid), 2, 3, 4, 5 & 6; and (b) pass the Award Writing Examination.

A candidate who has successfully completed the FAC and who has attained the age of 35 years may, subject to satisfying other relevant criteria, apply for admission as a Fellow of the Singapore Institute of Arbitrators.



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### CRITERIA FOR ADMISSION TO FAC

Admission to the FAC is open to:

1. Lawyers with at least 10 years involvement in litigation/dispute resolution; or who have been active arbitrators, and can provide documentary evidence of such experience; OR
2. Non-lawyers who have at least 10 years of involvement in dispute resolution or who have been active arbitrators, and who can provide documentary evidence of such experience; OR
3. Those who have successfully completed the International Entry Course conducted by SI Arb or such other equivalent course as may be recognised by SI Arb.

### Important Notes

1. Acceptance or rejection of an application for admission to the FAC is at the sole discretion of SI Arb.
2. Closing date is **4 October 2018**. Placement is on a first-come-first-served basis.
3. Registrations received on or before the closing date are confirmed upon **RECEIPT OF FULL PAYMENT**.
4. SI Arb reserves the right to change the content of the programme and/or the facilitators without prior notice. SI Arb is committed to staging a successful programme. However, we reserve the right to cancel the programme in which case refunds will be given, but otherwise, no refunds will be made for cancellations or no-shows by those who registered.
5. SI Arb reserves the right to change the venue or amend any of the other details published.
6. By completing this form, you fully consent to the collection, use and disclosure of your personal data as appears in any form, document or electronic template, by SI Arb.

### **SILE Attendance Policy**

Participants who wish to obtain CPD Points must comply strictly with the Attendance Policy set out in the CPD Guidelines. Participants are reminded to sign in on arrival and sign out at the conclusion of Day 3 and Day 4 of the event in the manner required by the organiser. Participants must not be absent from the event for more than 15 minutes on Day 3 and for more than 15 minutes on Day 4. Participants who attend Day 3 and comply strictly with the Attendance Policy on that day may obtain 6 Public CPD Points. Participants who attend Day 4 and comply strictly with the Attendance Policy on that day may obtain 5.5 Public CPD Points. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points. Please refer to [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg) for more information.



Practice Area: **Alternative Dispute Resolution**  
Training Level: **Advanced**  
Public CPD Points: **Day 3: 6 Public CPD Points**  
**Day 4: 5.5 Public CPD Points**  
**BOA – SIA: 6 CPD Units (TBC)**



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### COURSE PROGRAMME

The programme of the FAC is set out below.

#### Module 1

##### **Day 1, 18 October 2018**

0900 – 0930 hours	Registration
0930 – 1030 hours	<b>Module 1: Introduction to Law</b>
1030 – 1100 hours	Coffee Break
1100 – 1300 hours	<b>Contract Law</b>
1300 – 1400 hours	Lunch
1400 – 1600 hours	<b>The Law of Tort</b>
1600 – 1630 hours	Coffee Break
1630 – 1730 hours	<b>Round up / discussion</b>

##### **Day 2, 19 October 2018**

0930 – 1100 hours	<b>Arbitration, Evidence and Procedure (Part 1)</b>
1100 – 1130 hours	Coffee Break
1130 – 1300 hours	<b>Arbitration, Evidence and Procedure (Part 2)</b>
1300 – 1400 hours	Lunch
1400 – 1530 hours	Revision and Preparation for Written Assessment
1530 – 1545 hours	Reading of Materials and Questions
1545 – 1715 hours	<b>Written Assessment</b>



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**Module 2 – 6**

**Day 3, 26 October 2018**

0830 – 0900 hours	Registration
0900 – 1000 hours	<p><b>Module 2 - Overview of Arbitration</b></p> <ul style="list-style-type: none"> <li>• What is Arbitration?</li> <li>• The Arbitral regime in Singapore</li> <li>• The UNCITRAL Model Law</li> <li>• Fundamental concepts/principles of Modern Arbitration Law</li> </ul>
1000 – 1030 hours	Coffee Break
1030 – 1200 hours	<p><b>Module 3 – The Arbitration Agreement, Commencement and Constituting the Tribunal</b></p> <ul style="list-style-type: none"> <li>• The Agreement to arbitrate</li> <li>• Composition of the tribunal, qualifications and other requirements of the tribunal</li> <li>• Constituting the tribunal</li> <li>• Rights and duties of the tribunal</li> <li>• Challenges</li> </ul>
1200 – 1330 hours	<b>Practice Session 1</b>
1330 – 1430 hours	Lunch
1430 – 1530 hours	<p><b>Module 4 – Arbitration Procedure</b></p> <ul style="list-style-type: none"> <li>• Institutional and ad hoc arbitration</li> <li>• Arbitration rules</li> <li>• Terms of reference</li> <li>• Statements of Case and Defence and other procedural formalities</li> <li>• Procedural meetings and directions</li> </ul>
1530 – 1600 hours	Coffee Break
1600 – 1630 hours	<b>Role Play for Practice Session 2 (Drafting Directions)</b>
1630 – 1730 hours	<b>Drafting of Directions based on Role Play (1 hour; examination conditions)</b>



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### Day 4, 27 October 2018

0900 – 0930 hours	Registration
0930 – 1100 hours	<p><b>Module 5 – The reference/substantive hearing</b></p> <ul style="list-style-type: none"> <li>• Witnesses and witness statements</li> <li>• Evidential hearing, sequence of oral testimony</li> <li>• Expert testimony, witness conferencing</li> <li>• Documentary and real evidence</li> <li>• Evidence, proof and what will lead you to the Award</li> </ul>
1100 – 1130 hours	Coffee Break
1130 – 1300 hours	<b>Practice Session 3</b>
1300 – 1400 hours	Lunch
1400 – 1530 hours	<p><b>Module 6 – The Award, its recognition and enforcement</b></p> <ul style="list-style-type: none"> <li>• Elements of an Arbitral Award</li> <li>• Specimen forms of an arbitral award</li> <li>• Recognition and enforcement under the UNCITRAL regime</li> </ul>
1530 – 1600 hours	Coffee Break
1600 – 1730 hours	<b>Practice Session 4</b>

### Day 5, 29 October 2018

0830 – 0900 hours	Registration
0900 – 1015 hours	<b>Briefing on the materials for the Award Writing</b>
1015 – 1030 hours	Coffee Break
1030 – 1230 hours	<b>Preparation for Award Writing</b>
1230 – 1330 hours	Lunch
1330 – 1400 hours	<b>Final Preparation for Award Writing (Logistical arrangements)</b>
1400 – 1700 hours	<b>Award Writing</b>
1700 – 1730 hours	<b>Post Award Writing Administration</b>



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REGISTRATION DETAILS			
*Prof/Mr/Mrs/Miss/Mdm (pls delete appropriately)		Full name: (Pls underline surname.)	
Date of Birth: *Gender: Male / Female (pls delete appropriately)		Designation:	
Organisation Name:		Primary Profession:	
<input type="checkbox"/> Member of SIARb (Membership No.: _____) <input type="checkbox"/> Member of other professional organizations: _____ (pls indicate)		SILE CPD Points Required: Yes / No* (pls delete appropriately) AAS No.:	
Preferred Correspondence Address:		Preferred Contact No.:	
Email: (A valid email address is required for confirmation of registration.)		Special dietary restrictions, if any:	
I meet the following entry criteria:			
<input type="checkbox"/> Lawyer with at least 10 years involvement in litigation/dispute resolution; or who have been active arbitrators, and can provide documentary evidence of such experience [please submit supporting evidence with your registration form]; OR <input type="checkbox"/> Non-lawyer who has at least 10 years of involvement in dispute resolution or who have been active arbitrators, and who can provide documentary evidence of such experience [please submit supporting evidence with your registration form]; OR <input type="checkbox"/> I have successfully completed the International Entry Course of the Singapore Institute of Arbitrators or similar course run by a recognised institute [please submit supporting evidence with your registration form].			
REGISTRATION FEE			
<i>Please select below as appropriate.</i>			
Pls Tick	Member or Associate Member of SIARb	Pls Tick	Non-Member
	\$3,150 (All Modules (Incl Award Writing Exam))		\$3,500 (All Modules (Incl Award Writing Exam))
	\$2,520 (Modules 2,3,4,5 & 6 (Incl Award Writing Exam))		\$2,800 (Modules 2,3,4,5 & 6 (Incl Award Writing Exam))
	\$630 (Module 1: Contract/Tort/Evidence)		\$700 (Module 1: Contract/Tort/Evidence)
	\$630 (Award Writing Exam)		\$700 (Award Writing Exam)
PAYMENT METHODS			
Please select one of the following payment methods:			
<input type="checkbox"/> <b>Cheque/Bank Draft:</b> Enclosed is a Cheque/Bank Draft made payable to "Singapore Institute of Arbitrators" for the amount of S\$_____ (Bank: _____/Cheque/Draft No.: _____)			
<input type="checkbox"/> <b>Credit Card:</b> Please visit <a href="https://siarb.org.sg/index.php?option=com_content&amp;view=article&amp;id=193">https://siarb.org.sg/index.php?option=com_content&amp;view=article&amp;id=193</a> . Go under Payment for Other Events. Enter "FAC 2017" as name of event, your full name, and the amount payable as above. Click "Update" and enter your credit card details			
<input type="checkbox"/> <b>By Telegraphic Transfer</b> Account Name: Singapore Institute of Arbitrators      Account No.: 208-308-736-8      SWIFT Code: UOVBSGSG Bank: United Overseas Bank Limited, 148 Upper Bukit Timah Road UOB Centre, Singapore 588178 Please email us at <a href="mailto:secretariat@siarb.org.sg">secretariat@siarb.org.sg</a> after the T/T has been done for our follow-up with the bank. Payment must be <b>received nett</b> after deduction of all bank charges.			

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