

INSTRUCTIONS FOR AND TERMS OF APPLICATION

Please complete the Application Form (Appendix A).

Please obtain a letter from your referee in the manner set out in Appendix B ('Referee's Report').

The fees payable are \$6,000 (plus GST).

When you send in your application, please make sure that you enclose the following:

- 1) The completed Application Form (Appendix A)
- 2) Supporting Documents (*to be arranged in the following order*):
 - a) Photocopy of NRIC/ Passport/ Documentary Proof of Permanent Resident Status
 - b) Certified copy of Bachelor's Degree Certificate (*with a *certified English translation if the original is not in English*)
 - c) Certified copy of postgraduate Degree Certificate, if any (*with a *certified English translation if the original is not in English*)
 - d) Referee's Report (sealed and signed in the manner set out in Appendix B)
 - e) Certified copy of the transcripts of your LLB and (if applicable) LLM degree if you are applying, under heading (I) of the application form, for exemption from examinations

The above documents should reach us by **15 November 2010**. Please send the documents to: Continuing Legal Education Co-ordinator (Attn: Ms Poova), Faculty of Law, National University of Singapore, Eu Tong Sen Building, 469G Bukit Timah Road, Singapore 259776.

Please note that the intake for this course is strictly limited to 30 students a year (including any re-takers).

For enquires, please contact: Poova at tel: 6516 3644 or send an email to clemail@nus.edu.sg



Faculty of Law

Graduate Certificate in International Arbitration

APPLICATION FORM

This form may take you 10-15 minutes to complete.
Please complete the application form (also available at http://www.law.nus.edu.sg/cle/courses/pdfs/GCIA_Applicn_Form_2011.pdf and return it to the address below together with

- All relevant documents
- One passport-size photograph
- Your **cheque** for the relevant amount, crossed and made payable to **National University of Singapore**

Attn: CLE Co-ordinator (Ms Poova)
Faculty of Law, National University of Singapore
Eu Tong Sen Building
469G Bukit Timah Road
Singapore 259776

Affix a passport-
style photograph
of
applicant
here

(A) PERSONAL PARTICULARS

Surname/family name (Mr/Mrs/Mdm/Ms/Dr): _____

First/given names: _____

Sex: ☐ Male ☐ Female Occupation: _____

Home Address: _____

Mailing Address: _____

Office Address: _____

Contact Nos: _____ (home) _____ (office)
 _____ (handphone)

Fax No: _____ E-mail address: _____

Date of Birth : _____ Place of Birth: _____

NRIC/Passport No: _____ Country of Residence: _____

Date & Place of Issue: _____

CITIZENSHIP

- ☐ Singaporean ☐ Malaysian
☐ Singapore PR ☐ Others (specify _____)

TYPE OF NRIC

- ☐ Singapore Pink ☐ Malaysian Blue ☐ Others/Not Applicable
☐ Singapore Blue ☐ Malaysian Pink

(B) PARTICULARS OF NEXT-OF-KIN

Name (Mr/Mrs/Mdm/Ms/Dr) : _____

Address: _____

Nature of Relationship : _____

Telephone Number: _____

(C) QUALIFICATIONS**TERTIARY EDUCATION**

FROM	TO	UNIVERSITIES ATTENDED & COUNTRY	DEGREE OBTAINED	CLASS/ RANK	GRADUATION YEAR

PROFESSIONAL TRAINING

FROM	TO	INSTITUTIONS ATTENDED	QUALIFICATION OBTAINED & DATE

(D) MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

FROM	TO	ORGANISATION	POST HELD

(E) WORK EXPERIENCE *(Please list jobs held during last 5 years)*

PERIOD	NAME & LOCATION OF ORGANISATION	TITLE & NATURE OF WORK

(F) ENGLISH LANGUAGE PROFICIENCY

Level of Proficiency in English:

☐ Excellent ☐ Good ☐ Fair**(G) DETAILS OF REFEREE**

Name (Mr/Mrs/Mdm/Ms/Dr): _____

Mailing Address: _____

Telephone number: _____ Email: _____

(H) SOURCE OF FINANCE (*You may tick more than one category*)

- ☐ Employer ☐ Self
☐ Others

Please specify: _____

(I) REQUEST FOR EXEMPTION FROM EXAMINATIONS

- 1) Do you wish to be considered for exemption from the written examinations for the Contract, Tort and Evidence module? ☐ No ☐ Yes

Note that this request can be considered only if you have a LLB degree, and it is subject to approval on a case-by-case basis.

- 2) Do you wish to be considered for exemption from the written examinations for the Arbitration Law and Practice Module? ☐ No ☐ Yes

Note that you may make this request only if you have successfully completed the 'Commercial Arbitration' or the 'International Commercial Arbitration' module offered by NUS Law Faculty.

If you say yes to 1 and/or 2 above, please provide a certified copy of the transcript(s) of your LLB degree and (if applicable) LLM degree.

(J) PERSONAL STATEMENT

Please indicate your reasons for wishing to take up this course, and give such other information as you would like us to take into account when considering your application. Continue on a separate sheet if necessary.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Declaration and Signature

I affirm that the information given on this form is true, complete and accurate and that no material information has been omitted. I agree that, if I give any inaccurate or false information or if I omit to give any material information, the National University of Singapore can cancel my application or, if I have been admitted, they can require my withdrawal from the course and I will have no claim against them in relation thereto.

I further affirm that I have read and understood the attached FAQs (Appendix C) and that I agree to abide by all the terms set out therein if admitted on to the course.

Signature of Applicant

Date



Faculty of Law

Graduate Certificate in International Arbitration

CONFIDENTIAL

REFEREE'S REPORT

TO THE APPLICANT:

Your referee should forward the completed report to you in a sealed envelope and sign across the sealed flap of the envelope.

Name of Applicant : _____

NOTE TO REFEREE:

Thank you for agreeing to act as a referee for the person named above. He or she is applying for admission to our Graduate Certificate in International Arbitration Course. We would be grateful if you would fill in this form. Please put the completed form in an envelope, seal it and sign across the flap. Once that is done, please give the envelope to the applicant who will forward the same to us with his or her application form.

For how long have you known the applicant and in what capacity?

[illegible]

Fax No.: _____ Email Address : _____

GCIA 2011 – FAQs**1. What subjects / modules are covered in this programme?**

- a) Principles of Contract, Tort and Evidence (CTE);
- b) Arbitration Law and Practice (ALP);
- c) Drafting and Award Writing Practicum (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. If I am accepted on to this course, when will I receive the offer letter?

You should receive an offer letter by 29 November 2010.

4. 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.

5. When will the exams be held?

In May 2011.

6. What are the admission requirements?

A good bachelor's degree from a recognized university.

7. Is there an age requirement or limit?

Not as such, 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.

8. How much is the course fee?

SGD6,000 (plus GST).

9. What is the mode of payment? May payment be made by instalments?

Payment is to be made by cheque. Payment by instalments is not permitted.

10. How do I apply?

Please click [here](#) to download the application form.

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?

You will be allowed one opportunity to retake any failed module the following year on payment of the entire course fee which is applicable for that year.

13. Do I need to make the payment together with the application form?

Yes. You are invited to submit your application form, together with the course fee. In the event that you are not selected for the course, we will return your cheque. Offer letters will only be given to those who have tendered the full course fee.

14. 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.

15. Will I be given a full set of materials for the course?

Yes. The materials will be disseminated through students' mailboxes.

16. Are there tutorials?

No, but (as with previous GCIA classes) students are encouraged to organise for themselves peer discussion and revision groups.

17. 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 exam, and the use of any existing soft copy template, etc (whether via the Internet or otherwise) is strictly prohibited.

18. 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.

19. Can I seek a review of my examination results if I am unhappy with them?

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

20. What is the closing date for application?

15 November 2010.

21. If, for any reason, I am unable to sit one or more of the 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.

22. Does the GCIA allow me to hold myself out as a qualified Arbitrator?

No. Nevertheless, the GCIA is a significant first step towards such qualification and recognition.

23. How can I qualify as a Fellow of the Chartered Institute of Arbitrators in London (CI Arb)?

While successful GCIA candidates are exempted from taking CI Arb's own examinations, its other requirements such as passing an Interview must still be met. Since these requirements change from time to time, you should check the current position directly with CI Arb.

24. 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.

25. Will there be a graduation ceremony?

Yes. This is usually held in or around September each year.