

**The Chartered Institute of Arbitrators  
Cyprus Branch**

**Module 3 Course  
Arbitration Practice, Procedure & Drafting**

**First Tutorial 27 March 2014**

For the first time Cyprus Branch is offering the CIArb's Module 3 Course, which will cover all aspects of International Commercial Arbitration practice, procedures, drafting and decision making.

The course comprises a five-month period of self-study with two face-to-face tutorial sessions held during this period. The course finishes with a written examination and a full assessment workshop.

The course date of **29 January 2014** is the start of the course when candidates will be required to start their private study of reading and **not** when attendance at tutorials is required.

The face-to-face tutorials will be held in Cyprus on **Thursday, 27 March and 13 May 2014.**

On successful completion of the Module 3 Course, candidates will be able to describe and explain in depth all the key elements of procedure involved in the arbitral process, including drafting an arbitration agreement, detailing procedure and making submissions and interlocutory applications. In addition, the course will cover how to present and receive evidence and demonstrate practical skills in carrying out the tasks involved in preparing and progressing an arbitration. Furthermore, we will address and demonstrate skill in controlling an arbitration, communicating effectively with parties, providing justice clearly and fairly, and applying appropriate rules and procedures in a reasoned manner.

Successful candidates will be able to proceed on to the CIArb's Module 4 Award Course en route to becoming a Fellow of the CIArb.



Cyprus  
Branch

**CIArb**

For further information on the

Pathways to Fellowship

Module 1 Course  
in  
International Commercial Arbitration

please contact:

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or visit

[www.ciarb.org/cyprus/](http://www.ciarb.org/cyprus/)



Cyprus  
Branch

**CIArb**

**MODULE 3  
ARBITRATION PRACTICE,  
PROCEDURE & DRAFTING**

**IN  
INTERNATIONAL COMMERCIAL  
ARBITRATION**

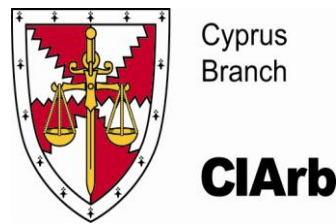
**VENUE  
ETEK CULTURAL & TRAINING  
CENTRE – Nicosia, Cyprus**

**Commencement Date  
29 January 2014**

**First tutorial Date  
27 March 2014**

**Organised by:**  
The Cyprus Branch  
The Chartered Institute of Arbitrators

**Provided by:**  
SICA-FICA Foundation



## **Cyprus Branch CI Arb**

The Cyprus Branch is an approved provider of the Institute's Courses. The diversity of cultures and practices across the continent and other countries around Cyprus, enables the Branch to bring together a unique mixture of dispute resolution methods, practices and experiences.

This Module 3 Course in international practice and procedures is no exception in offering a valuable and varied programme to those professionals who wish to progress through our "Pathways to Fellowship" Programme to reach FCI Arb status. The course language is English.

### **Course tutors and leaders**

The course tutor and leader is Mr. William McLaughlin who is a Chartered Arbitrator and who has many years of practical experience in teaching international arbitration. Bill will be familiar to many that have attended the Cyprus Branch's Introductory, Course and we are delighted that he has agreed to continue with this Module 3 Course.

### **Course Directors**

Bill McLaughlin: SICA-FICA Foundation

Anna Iacovou Stylianou: Cyprus Branch

## **Course Details**

This Module 3 Course in International Practice and Procedures is the cornerstone of the CI Arb's Pathways to Fellowship Programme. It will address knowledge, practices and procedures related to international arbitration comprising a series of lectures, tutorials, set assignments as well as both written and practical examination sessions. The course will provide detailed knowledge of and guided practice in the main procedural elements involved in a commercial arbitration so that successful candidates are proficient in giving independent advice on the process and drafting as professional advocates or arbitrator.

The syllabus will cover the following aspects:

- Schedules of fees & expenses
- General drafting (grammar, spelling, punctuation)
- Drafting in arbitrations (words and phrases with specific legal meaning)
- Interlocutrices (definition, conflict of interest, etc.)
- Submissions (purpose and application)
- Pleadings (definition, purpose, forms, and definition)
- Oral evidence (factual and expert, exam of witness)
- Interlocutory applications (challenges etc. to pleadings)
- Security for costs (purpose and requirements for validity types)
- Case stated to the court (definition and purpose)
- Inspection of physical real evidence (procedural requirements)
- Main stages in an arbitration
- Issues in dispute
- Structure of arguments (how to deal with arguments, etc)

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## ***Who should attend?***

This Module 3 Course is mandatory for those Full members of the CI Arb who wish to move on to Fellowship status. Candidates therefore must be an existing Full member of the Institute and must have successfully complete and passed the CI Arb Introductory Module, as well as Module 1 and 2 or a relevant course offered by a CI Arb Recognised Course Provider or a Course offered by a CI Arb Branch.

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## ***Course Structure***

The Course comprises a five month period of self study with two face-to-face tutorials held during this period. The course tutorials will be held in Cyprus **27 March and 13 May 2014**.

The written examination will be held on **3 June 2014** and the practical examination sessions will be held on **14 and 15 May 2014**.

All tutorial and exam sessions will be held in Cyprus.

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## ***Course venue***

The course tutorials and examinations will be held in the ETEK CULTURAL & TRAINING CENTRE – Nicosia, Cyprus

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## ***Fees***

The Course Fee is EUR 1.400,00 per person.

Registration Forms for this course are available from:

[www.ciarb.org/cyprus/](http://www.ciarb.org/cyprus/)