

## GCIA 2017 – 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 mid-December 2016.

### 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. Is attendance at all classes by all students compulsory?

Yes.

Any absence as a result of illness must be supported by a medical certificate. Any absence due to unavoidable work commitments must be supported by a letter from your employer.

### 6. When will the assessments and examinations be held?

In April and May 2017. Please click [here](#) to download the draft timetable.

### 7. What are the admission requirements?

A good bachelor's degree from a recognised university.

### 8. Is there an age requirement or limit?

No, 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.

**9. How much is the course fee?**

SGD 8,560.00 (including 7% GST).

**10. What is the mode of payment? Can payment be made by instalments?**

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

**11. How do I apply?**

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

**12. Is there a supplementary examination if I fail any of the modules?**

There are no supplementary examinations.

**13. Will I be allowed an opportunity to retake any failed module?**

A candidate who fails any of the examinations or is prevented by any cause judged sufficiently by the examiners to excuse him / her from taking any of the examinations may, at the sole discretion of the Law Faculty, be allowed ONE opportunity to retake any failed or excused module the following year upon payment of the entire course fee which is applicable for that year.

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

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

**15. 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.

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

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

**17. Are there tutorials?**

Only as appears in the timetable. However, as with previous GCIA classes, students are encouraged to organise among themselves peer discussion and revision groups.

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

**19. 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.

**20. Can I seek a review of my examination results if I am dissatisfied with them?**

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

**21. What is the closing date for application?**

Friday, 25 November 2016.

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

**23. Does the GCIA allow me to hold myself as a qualified Arbitrator?**

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

**24. How can I qualify as a Fellow of the Chartered Institute of Arbitrators in London (CIArb)?**

While successful GCIA candidates are exempted from taking CIArb's own examinations (provided they score at least 70% in the DAW Award Writing examination), its other requirements such as passing an Interview must still be met. Since these requirements change from time to time, you are encouraged to check on current requirements directly with CIArb.

**25. Can I qualify as a Fellow of the Singapore Institute of Arbitrators (SIArb) once I have obtained the Graduate Certificate in International Arbitration?**

Yes. GCIA is fully recognised by SIArb. Upon graduation, you may apply for Fellowship with that institution.

**26. Will there be a graduation ceremony?**

Yes. This is usually held in October each year.

**27. May I qualify for exemption from any of the examinations or assessments?**

No exemptions are available in respect of the ALP and DAW modules.

Successful applicants who are qualified lawyers, who have substantial post-qualification experience in the practice of law, and who can demonstrate an up-to-date knowledge of Singapore's laws of contract, tort and evidence, may subsequently apply for and, at the sole discretion of the Law Faculty, be granted an exemption from the CTE examination. However, attendance at all CTE classes is necessary for qualification.

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