

Accelerated Route to Fellowship (International Arbitration) Course



2-3 October 2025 (assessment)

5 December 2025 (online assessment)

What is the aim of the course?

To provide a fast-track route to Fellowship through the International Arbitration Pathway. The Accelerated Route to Fellowship has been designed for busy professionals who have substantial unassessed knowledge and experience of International Arbitration. The aim of the course is to assess whether the candidate has the knowledge required to apply the principles and procedure of International Arbitration using arbitration legislation based on the UNCITRAL Model Law and Arbitration Rules and is capable of writing a reasoned and enforceable International Arbitration Award.

Candidates must evaluate their personal suitability to undertake the course, appreciating that the assessments are intensive and that they will be assessed against standard benchmarks.

This course focuses on the process, practice and procedures in International Arbitration which is an essential requirement for qualification as a Fellow and for those who aim to practice as an International Arbitrator.

What are the learning outcomes?

On successful completion of this course candidates will be able to:

- Identify and explain in depth all the key elements of the International Arbitration process
- Evaluate issues and apply the principles of the UNCITRAL Model Law appropriately
- Demonstrate practical skill in carrying out the tasks required in preparing for and progressing an International Arbitration
- Demonstrate skill in controlling an International Arbitration, communicating effectively with the parties, applying the UNCITRAL Arbitration Rules and adopting appropriate procedures.

What is covered within the syllabus?

- Arbitration agreements
- The legal framework: the importance of the seat, the New York Convention, procedural laws, and procedural rules conflict of laws, the Rome Convention
- The use and adoption by State entities of the UNCITRAL Model Law
- The UNIDROIT Principles of International Commercial Contracts
- Types of Arbitration: ad-hoc, institutional, documents only, time limited
- Commencement of the Arbitration, terms of reference
- Obligations of the Tribunal, responsibilities and obligations of the parties
- The Arbitrator's terms and conditions of appointment
- An Arbitrator's jurisdiction and powers
- Challenges to jurisdiction, conflicts of interest
- Managing the Arbitration process: communications, preliminary meeting, interlocutory matters, dealing with factual and opinion evidence and disclosure of documents
- Security for costs
- Presenting the claim and the defence: alternative methods
- Preparation for and procedure at a typical hearing, contrasting common law and civil law jurisdictions
- Essentials of an enforceable Award
- Costs, offers and interest; alternative approaches in different jurisdictions

What are the entry requirements?

In order to register for the Accelerated Route to Fellowship, candidates must submit evidence to show:

- They have a minimum of 5 years of practical experience of international arbitration either as a representative or an international arbitrator
- They have substantial knowledge of the framework of international arbitration
- They can recognise and evaluate evidence
- They can significantly evaluate and apply the principles and requirements of an international arbitration
- They can noticeably demonstrate practical skill in the carrying out of tasks required in preparing for and progressing an international arbitration.

Once accepted onto the course, we highly recommend that non-lawyers first complete the [Module 2 Law of Obligations Exemption Test](#) prior to commencement of the Accelerated Route to Fellowship in order to ensure they are familiar with both common and civil law legal principles. Access to the exemption test will be given free of charge.

Candidates enrolling on any Ciarb course/assessment are required to ensure that their command of spoken and written English is adequate for the course/assessment for which they have applied. Ciarb does not require any evidence of this standard prior to enrolment on a course/assessment. However, it is the candidate's responsibility to ensure their English language skills are at a Professional Working Proficiency level, in order to meet the required standard when enrolling for any Ciarb course/assessment. It is recommended that candidates have achieved a standard that is, as a minimum, equivalent to the International English Language Testing System (IELTS) level 7 or a score of 94-101 in the Test of English as a Foreign Language (TOEFL) system. (Please note that we do not require an official IELTS or TOEFL result).

How is the course delivered?

This is an assessment course as opposed to a teaching module. Learning will be based on private study prior to the oral assessment workshop, reinforced by tutor input and peer discussion during the workshop.

The course is delivered over a period of three days, with assessment workshops on days one to two. On day three candidates will be given 48 consecutive hours within a 5-day window to submit their answers online for the final assessment. The course dates advertised are the dates when candidates will be required to attend the assessment workshops.

How will I be assessed?

Assessment of this course is split into three parts, all of which must be passed:

Assessment 1 (Oral Exercises)

- An interactive 2-day assessment in a series of workshops, where situations will be presented to candidates in groups for their consideration. Candidates' knowledge, judgment and interactive/self-presentation skills are assessed by oral exercises. Candidates are permitted to use any materials they wish throughout the workshops.
- This assessment is on a pass or fail basis. Candidates must pass all the workshop sessions. Candidates who fail the workshop will be required to re-sit this assessment.

Assessment 2 (Written Exercises)

Written exercises before and during the 2-day workshops:

- One written exercise on arbitration law to be submitted before the assessment workshops (10%)

- One written exercise on arbitration law to be submitted during the workshops (20%);
- Two written exercises to be submitted during the workshops (10% each)
- One written exercise to be completed overnight (30%)
- A final written exercise (20%)
- Candidates must achieve a minimum overall mark of 55% to pass this assessment.

Assessment 3 (Award Writing Exam)

This assessment is completed via LearnADR, Ciarb's online learning platform. Candidates will be given 48 consecutive hours within a 5-day window to submit their decision online. Candidates must achieve 70% to pass the assessment.

Assessment 3 is split into 2 parts:

Stage One

This consists of the papers in the case. They are sufficient to enable you to grasp the nature of the case and the likely legal problems. Most of the documents are extracts only. You should consider the introductory sections you intend to include and the matters of law and fact disputed by the parties. Stage One of the assessment is released via LearnADR 10 days before the assessment start date.

Stage Two

This is the equivalent of the hearing stage. It includes your record of the meeting. This records the oral evidence and arguments the adjudicator has heard, as well as any other relevant documents. From all the evidence you must make findings of law and findings of fact. Different candidates will no doubt make different findings. This is of no consequence, except that it means there are a great many possible answers to the question. When you have made your finding, write the remaining parts of your Decision. It must be a final Decision as regards the issues you decide. Stage Two is released at 12pm noon London Time on the assessment start date via LearnADR too. Stage 2 will be available for 5 days from the assessment start date and within those 5 days, you will have 48 consecutive hours to submit your decision back onto LearnADR. Results are dispatched to candidates approximately twelve weeks from the date of the submission of the assessment.

What is the course fee and what does it include?

The course fee is JPY 250,000. This fee will be discounted to JPY 230,000 for Ciarb Members, JPY 240,000 for JAA Members, and JPY 220,000 members belonging to both Ciarb and JAA. The fee includes, course materials, first attempt at the assessments, and tea breaks.

What happens when I register for the course?

Upon successful registration on the course, candidates will receive confirmation they are booked on the course. Joining instructions and course materials will be sent to candidates approximately 2 weeks before the course start date by email.

Candidates will be provided with an electronic copy of a Workbook to assist them with their studies together with a suggested reading list. It is recommended that candidates are familiar with the UNCITRAL Model Law and Arbitration Rules and the substantive law in their respective jurisdiction together with the relevant Act(s) and Scheme(s) and important case decisions (where applicable). Candidates should also refer to the recognised standard textbooks to supplement their study in their respective jurisdiction where these are available.

What is Ciarb's policy on cancellation of courses?

The course requires a minimum number of participants. In case such number is not met, Ciarb Japan Chapter reserves the right to cancel or change the date, venue or content of course and the names of speakers, lecturers and tutors. Candidates will be provided with adequate notice of any change. If we have to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course. Any cancellation received in writing **after September 3, 2025** will be subject to a 50% cancellation charge.

What is my next step when I complete the course?

On successful completion of this course, candidates will:

- be eligible to apply for Member grade of Ciarb, and take advantage of a range of educational and professional benefits; and
- be eligible for a Peer Interview for Fellowship.
- candidates are only eligible to apply for the relevant membership grade for a maximum of 2 years after having successfully completed the course & assessment.

How do I register?

Please complete and follow the instructions in the attached Registration Form.

Registration

Accelerated Route to Fellowship (International Arbitration) Course 2, 3 October and 5 December 2025.

Ciarb Japan Chapter is now receiving registrations for its next Accelerated Route to Fellowship (International Arbitration), a two-day workshop for experienced arbitration practitioners with a legal qualification wishing to obtain the Institute's Fellowship designation (FCI Arb).

Registrations will be considered on a first-come, first-served basis and the number of candidates is limited.

Please attach a detailed CV with your registration, showing your arbitration experience to date. Upon acceptance, candidates will be separately invited to participate and make payment of the course fee within 3 days. The course fee must be received for you to secure your place. You will also receive a pre-course assignment, an essay of 1,500 words to be handed in on or before the commencement of the course.

This is not a purely teaching course, but rather a series of workshops, to be conducted mainly in small groups where all candidates are expected to participate actively in discussions and role-plays in order to demonstrate their arbitration experience on 2 October 2025 and 3 October 2025. During the workshops, the candidates will be assessed on knowledge, judgment and presentation by experienced practitioner tutors.

Date and time – Japan Time

Accelerated Route to Fellowship (International Arbitration) Course:

- Thursday 2 October 2025, 9:30am–5:00pm
- Friday 3 October 2025, 9:30am–5:00pm, and
- Friday 5 December 2025

Venue – TMI Associates, 23rd Floor Roppongi Hills Mori Tower, 6-10-1 Roppongi, Minato-ku, Tokyo 106-6123, Japan

Course fee per candidate

JPY 230,000 (Ciarb members), JPY 240,000 (JAA members), JPY 220,000 (members belonging to both Ciarb and JAA), and JPY 250,000 (non-members). You will need to cover the transaction fees and send us the payment advice slip once payment (for the full amount mentioned above, net of all deductions) has been made.

Registration

Please submit your application via Google Form, including responses to questions regarding your suitability for the course and attaching a detailed CV.

Ciarb Accelerated Route to Fellowship Course on 2 & 3 October 2025

Upon acceptance, you will be invited to participate and make payment of the course fee within 3 days.

Please note that information you provide when registering for this course can be used in accordance with Ciarb's Term and Privacy Policy (<http://www.ciarb.org/general/privacy-policy/>).

For inquiries:

Mori Hamada & Matsumoto

Ciarb Training Reception Desk

Email: wg_ciarb_registration@morihamada.com

About the Faculty

Course Director

Glenn Haley C.Arb, FCI Arb

Ciarb East Asia, Regional Chair

Bryan Cave Leighton Paisner LLP (Hong Kong)

Glenn is a Chartered Arbitrator and a past Branch Chairperson of the East Asia Branch of Ciarb. He has lived and worked in Asia for the past 30+ years. He regularly teaches arbitration courses for Ciarb. Glenn specialises in arbitration and dispute resolution, with particular emphasis in relation to construction and engineering, infrastructure, international trade and commercial issues.

Faculty

Anthony Houghton C.Arb, FCI Arb

Ciarb East Asia Branch

Des Voeux Chambers (Hong Kong)

Mr. Houghton practices as an arbitrator and as a barrister (now Senior Counsel) in Hong Kong in Des Voeux Chambers. His experience encompasses general civil and commercial litigation, but with a particular emphasis on construction and engineering litigation and arbitration. He has sat as arbitrator both in tribunals and as a sole arbitrator with over 25 years of experience in a wide range of disputes and in a wide variety of jurisdictions. As counsel, he has appeared locally and internationally before arbitrators and in courts in Hong Kong at all levels. Mr. Houghton was appointed as a Recorder of the Court of First Instance of the High Court of Hong Kong in between 2013 and 2022.

Mr. Houghton is an arbitration panel member of many institutional, regional and international bodies including bodies in Hong Kong, China, Singapore, Malaysia, the Philippines, Korea and Dubai. Appointments have also been accepted to act as an adjudicator or as a mediator on both domestic and international disputes.

Mr. Houghton is an approved tutor and course director for the Chartered Institute of Arbitrators and a former Chairman of the East Asia Branch of the Chartered Institute of Arbitrators. Assistance has been given in the running of many educational and training courses particularly for the Chartered Institute of Arbitrators, at levels from Associate to Chartered Arbitrator in China and in Hong Kong, and in Dubai, Indonesia, Japan, Malaysia, Mongolia, The Philippines, Singapore, and Thailand.

Douglas Kenji Freeman FCIArb
Ciarb Japan Chapter, Chair
Freeman & Partners (Tokyo)

Douglas Kenji Freeman FCIArb, is an experienced international arbitrator, having the unique background of being dually qualified as a Japanese bengoshi and New York lawyer. Doug has abundant experience and knowledge of both jurisdictions, and, being fully bilingual, has conducted many ICC and JCAA arbitrations in English and Japanese. His arbitrations have involved license disputes, technology, patents, contractual disputes, international commerce, CISG, M&A and other areas.

Doug is a professor at the Keio University Law School, instructing the International Arbitration Course (RCP course). He is a Fellow of the Chartered Institute of Arbitrators (Ciarb), currently serving as Chair of Ciarb Japan Chapter also serves as a Member of the JCAA Procedural Advisory Committee.

Yoshihiro Takatori FCIArb
Ciarb, Japan Chapter, Convener
Nagashima Ohno & Tsunematsu (Tokyo)

Yoshihiro (Yoshi) is the Executive Director of Japan Arbitrators Association; Co-Convener of Japan Chapter, Chartered Institute of Arbitrators (Ciarb); Arbitrator at the Singapore International Arbitration Centre, Japan Commercial Arbitration Association, Hong Kong International Arbitration Centre and Korean Commercial Arbitration Board; and Japan Expert Mediator at Singapore International Mediation Centre. He was the only Japanese lawyer in Financial Times' top 10 legal innovators for Asia-Pacific region 2019. He has been continuously ranked a Band 1 dispute resolution lawyer by Chambers and named a Leading Lawyer by Legal 500.

After heading dispute resolution practices at the Paul Hastings and Orrick Tokyo Offices, Yoshi established the International Arbitration Chambers at KILO in May 2020, then joined Nagashima Ohno & Tsunematsu as of September 2024. He conducts training for Japanese judges and legal trainees on international ADR, including IP disputes, requested by the Japanese Government and various Bar Associations.

He was the mediator of the very first co-mediation under the joint protocol by SIMC and JIMC and was the chair of the three arbitral tribunal of the first expedited arbitration case as under JCAA rule.