

## POLICY ON REGRADING OF ARBITRATORS

The Institute's policy on the regrading of Arbitrators is contained in its policy on the Register of Practising Arbitrators and is as follows:

### 9.00 REGRADING OF ARBITRATORS

- 9.01 Any member listed on the Register of Practising Arbitrators and already graded may apply for a higher grading.
- 9.02 Except as provided herein, all applicants for regrading must attend de novo a General and Advanced Course and present for and pass an examination at the prescribed level.
- 9.03 Where an applicant for regrading has attended a General and Advanced Course and submitted to and passed an examination as provided in Section 8.00 above (all within the 3 years prior to the application for regrading) then, other than as directed by Council, the applicant is exempted from satisfying the provisions of Section 9.02 above.
- 9.04 An applicant for regrading not satisfying the provisions of Section 9.03 may apply for exemption from the provisions of Section 9.02 or part thereof. Such application for exemption shall include the information required under the provisions of Section 9.05.
- 9.05 An application for regrading, whether or not applying for exemption, shall be made in writing setting forth and including:
  - (a) full particulars of experience since awarding of grading from which regrading application is made (the relevant period).
  - (b) Institute courses and activities attended in the relevant period.
  - (c) other courses, training, seminars or like activities attended.
  - (d) papers, writings or other activities in commercial dispute resolution given, conducted or produced in the relevant period.
  - (e) details of all commercial dispute resolution processes conducted in the relevant period (in confidence).
  - (f) a copy of at least one award with reasons, referees report, or life determination made in the relevant period (in confidence).
  - (g) any other matter considered relevant in support.
- 9.06 The Executive Committee shall consider the application and decide and instruct the Chief Administrative Officer as to any further or differing requirements in respect of the application or information contained therein to be obtained from the applicant or otherwise, and to prepare and submit a report and recommendation to Council on the application.

- 9.07. Council shall consider the application and the Chief Administrative Officer shall advise the applicant of Council's decision. Council may require such further evidence, including submissions to oral or written examination, as it may deem necessary to establish the applicant's skill and experience.
- 9.08 The decision of Council on any matter relating to a regrading application is final and Council is not required to give a reason or reasons for any decision made by it under these provisions.
- 9.09 An applicant, if unsuccessful, may not re-apply for regrading before the expiration of 12 months after the relevant determination by Council unless otherwise exempted by the Council.
- 9.10 No application for regrading shall be made unless there has expired a period of 2 years from the date of grading from which regrading is sought unless otherwise exempted by the Council.

Applicants for regrading are advised that the mark which they achieve in the examination referred to in para 9.03 above will be taken into account by Council or its Executive Committee when applications are being considered.

**HAVE YOU CHANGED YOUR ADDRESS?**

**IF SO**

**HAVE YOU ADVISED THE INSTITUTE?**

**If you have not advised the Institute,  
please do so – we would  
like to hear from you.**