



Arbitration Lab Schools Regulations

Arbitration Lab Schools (hereinafter: the ALS) are short-term training courses offered during the winter and summer months covering various dispute resolution topics. ALS are provided in-person or through on-line teaching platforms. Description of ALS and the courses are available at the following link: <https://arbitrationlab.com/>.

Admission Requirements

Admissions Requirements to the ALS are the following:

- **English language requirement.** Applicants must possess a sufficient command of the English language to be demonstrated in their motivation letter and illustrated through studies and professional experience.
- **Minimum education.** Applicants should: be enrolled as a student in a university level academic institution, or have completed a university degree.
- **Motivation letter.** Applicants must express their interest in the ALS in a brief motivation letter included with their online application.
- **CV.** Applicants must paste a CV with their online application or add a link to their LinkedIn profile.
- **Specific requirements.** Additional requirements may be requested for an ALS (i.e., specific prerequisites, letter of reference, technical knowhow, practical experience, etc.). Applicants should refer to the relevant programme on the website.

Applications and Enrolment

Admission to ALS is merit based and limited number of places are reserved to selected candidates meeting the prerequisites.

Applications are evaluated upon reception of a full application. ALS enrolment takes place either by a specific deadline or on a rolling basis depending on the programme and the delivery format (online or offline).

Subject to availability, a preferential price a full fee exemption for participants from selected partner institutions may apply.

ALS applications can only be made online. By applying and/or accepting a place on an ALS programme, the applicant confirms having read and accepted these regulations.

ALS applications are evaluated by the ALS Co-Directors, who reserve the right to deny access to an ALS if the applicant does not satisfy the Admission Requirements.

Arbitration Lab notifies the applicants of their admission or non-admission to the ALS in writing.

Once admitted to the ALS, it is only upon reception of the full tuition payment that an applicant is considered formally enrolled and their place in the ALS is secured.



Tuition Fees and Payment

Tuition fees are as advertised on the website and can only be paid through the online payment method or bank transfer.

Tuition fees must be paid within the period determined by the ALS Co-Directors and communicated in the admission email and no later than one month prior to the ALS start date. If payment is not made in due time, Arbitration Lab Schools Office reserves the right to cancel the admission and attribute the place to another applicant.

Student discounts apply only to those full-time students (LLB, LL.M, PhD) who do not practice law at the same time with another organisation or as solo practitioners. Those who work on the basis of training contracts, pupillage contracts and similar arrangements are not entitled to a student discount.

The amount of the tuition fees is mentioned for each programme. A non-refundable administrative fee (CHF100 for Swiss-based schools and GBP100 for UK-based schools) is included in the tuition fees.

Students and members of partner organisations may benefit from a preferential price subject to the number of available places.

Duties and Obligations of the Participant

The participant shall comply with all the regulations applicable to the host institution (e.g., the University of Basel).

The Arbitration Lab reserves the right to remove any participant who does not adhere to these regulations or disrupts the organisers or fellow participants. In that case, the emolument will not be reimbursed to the participant.

ALS participants will not obtain the status of an official student at the host institution.

ALS participants should comply with all applicable visa, sanitary and epidemiological requirements and check the up to date information on government and websites and websites of the host institution.

Participants from partner institutions may be admitted on preferential with a reduced fee. Arbitration Lab may ask them to complete some additional tasks during to assist the guest lecturers and the external participants during their stay at their convenience.

Certificate

A Certificate of Completion, Diploma or other confirmations will be issued by the ALS to participants, if they satisfy the ALS requirements.

Cancellation by the Arbitration Lab

The Arbitration Lab reserves the right to cancel a course due to unexpected reasons or change the format of the course to the online-only (e.g., because of the



epidemiological situation). The cancellation or format change will be communicated on the website and by email within a reasonable time.

In that case, tuition fees – excluding the administrative fees - will be refunded to the participant.

Travel, accommodation fees and other expenses will not be refunded by the Arbitration Lab and are the sole responsibility of the participants, who should keep this in mind when making travel and/or accommodation arrangements.

Cancellation by the Participant, Transfer to Online-only Participation and Refunds

If a participant cancels his/her enrolment, interrupts the ALS or ends it prematurely, the costs are as follows:

- If the participant cancels more than four weeks before the start of the ALS, he/she will have to pay 50% of the full Course fee, beyond the administrative fee;
- If the participant cancels within four weeks of the start of the ALS or during the ALS, tuition fees (including the administrative fee) will not be refunded.

A participants can switch from in-person to online participation by emailing the organisers not later than 10 calendar days before the relevant course begins. In that case, a reimbursement of the difference between the online and in-person fee will be made. If such request is made later than 10 calendar days before the beginning of the programme, the participant is not entitled to a reimbursement.

The organisers will issue refunds as soon as practically possible but no later than 10 calendar days after the end of the relevant course.

Travel, Accommodation, Insurance and Other Costs

Those of the participants attending the ALS in person are responsible for purchasing the appropriate insurances (including but not limited to civil liability, accident and health insurance) for the ALS length.

Participants shall assume all the costs associated with their participation to the ALS (including but not limited to accommodation, travel, and living expenses).

Waiver of Responsibility

The liability of the Arbitration Lab or a host institution, whether in contract or in tort, under any warranty, is limited to gross negligence or wilful misconduct of a collaborator of the Arbitration Lab within the scope of its official functions for the institution. All further liability, notably for indirect and consequential losses are excluded.

Applicable Law and Place of Jurisdiction



Any disputes in relation with the ALS that cannot be resolved amicably shall be exclusively resolved by the Courts of Basel under the Swiss Law.

Entry into Force

These regulations have been adopted by the Co-Directors of the School and enter into force on 10 November 2025. They may be modified at any time.