



# CENTER FOR INTERNATIONAL MEDIATORS AND ARBITRATORS

LONDON | ACCRA | DUBAI



## THE OXFORDSHIRE-AFRICA TRAINEE CERTIFICATION CODE (THE OTC CODE)

This Code has application to all our dispute resolution trainees. It sets out our official standard for attendance, engagement, and academic performance at all Oxfordshire-Africa training programmes. It outlines mandatory requirements trainees must meet to earn any of our Certificates and Post-Nominals. The Code ensures that every certificate issued reflects genuine effort, active participation, and successful completion of course obligations. Non-compliance—through absenteeism, non-participation, or failure to complete assignments—will result in summary disqualification of a participant from certification without exception.

### 1. COURSE STRUCTURE & DELIVERY

- The course shall be delivered via [Zoom / CIMA LMS / Teams/Other Platform], with clearly scheduled **live sessions**, **assignments**, **interactive assessments**, and **feedback forums**.
- Total instructional and independent learning time shall be **45 hours**, distributed across offline and virtual sessions.

## 2. ATTENDANCE POLICY

- 100% attendance is expected. A minimum of 85% live attendance is mandatory to qualify for any CIMA Certificate or Post Nominals.
- Each participant must sign in with their full name and keep cameras on during live sessions for attendance verification.
- Three (3) or more unexcused absences will automatically disqualify a participant from certification, regardless of assignment submissions.

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## 3. PARTICIPATION REQUIREMENTS

- Participants are required to decorous and to actively engage in lectures, Q&A sessions, and/or group discussions.
- The use of aliases, passive logins, or off-camera silence shall be treated as non-participation.
- Lack of verifiable engagement in two or more sessions constitutes a breach of participation standards.

**Blended/Hybrid Learning:** Participants who require in-person interaction, guidance, or mentorship are encouraged to notify the Course Director in advance.

## 4. ASSIGNMENTS AND PERFORMANCE

- All assignments must be submitted in accordance with the deadlines and quality standards communicated during the course.



- Failure to submit two (2) or more graded assignments or submitting plagiarized/incomplete work disqualifies the participant from receiving a certificate.
- Late submissions will be accepted only with prior written approval and valid justification.

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## 5. CERTIFICATION CONDITIONS

To receive the CIMA Oxfordshire Certificate of Completion, participants must:

- Attend at least 85% of all live sessions;
- Participate actively and verifiably in class activities;
- Successfully complete all assignments and performance tasks;
- Pass the final review (where applicable).

Failure to meet any of the above conditions shall result in denial of certification, without refund or future credit.

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## 6. NON-COMPLIANCE AND SANCTIONS

- Participants found to engage in fraudulent attendance (e.g., logging in and leaving), academic dishonesty, or repeated absence will be reported to CIMA administration and barred from future CIMA training.
- No appeals shall be entertained for non-compliance with clearly stated participation and performance standards.

## 7. UNDERTAKING BY PARTICIPANT

All registrants must sign and submit a pre-course undertaking form acknowledging:

- Their understanding and acceptance of these terms;
- Their commitment to full participation;
- That CIMA reserves the right to enforce certification conditions strictly and without exception.

**This OTC shall be legally binding upon registration.** No Certificate shall accordingly be issued to any participant who violates these standards.



Francesco Campagna, FCIMArb

President, CIMA (Oxfordshire)

