SINGAPORE
MODEL UNITED NATIONS
2022

ACADEMICS GUIDE

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INTRODUCTION

Welcome to SMUN 2022! This Academics Guide is specially written by the SMUN Academics Team to bring you through the academic expectations for the conference. This is designed to equip delegates with the understanding of relevant documents which will be used or submitted before and during the conference. This Guide will cover the guidelines for the submission of Position Papers, Draft Resolutions and Amendments. However, this Academics Guide should not be read alone, but in tandem with the Rules of Procedure. Please take your time to peruse all these documents, including your committee Study Guides, and carry out your necessary preparations for a meaningful conference. We look forward to your enthusiastic participation at SMUN 2022!

CONTACTS

Should you have any queries, please feel free to send an email to the respective departments or committee daises.
Academics Email (for academic-related queries):
  academics@singaporemun.org

Operations Email (for conference setup-related queries):
  operations@singaporemun.org

Liaisons Email (for general queries):
  liaisons@singaporemun.org

Committee Emails (for committee-specific queries and the submission of documents):

Committee	Email
WHA - World Health Assembly	smun22.wha@gmail.com
WB - World Bank	smun22.wb@gmail.com
CELAC - Community of Latin American and Caribbean States	smun22.celac@gmail.com
UNDC - United Nations Disarmament Commission	smun22.undc@gmail.com
HRC - Human Rights Council	smun22.hrc@gmail.com
UNSC - United Nations Security Council	smun22.unsc@gmail.com
COP26 - 2021 United Nations Climate Change Conference	smun22.unfccc@gmail.com
HOC - House of Commons	smun22.hoc@gmail.com
ASEAN+3 - Association of South East Asian Nations Plus Three	smun22.apt@gmail.com
Press Corps	smun22.press@gmail.com
Crisis - USA Cabinet	smun22.cmc.usa@gmail.com
Crisis - USSR Cabinet	smun22.cmc.ussr@gmail.com

POSITION PAPER

Delegates are required to complete and submit one single document consisting of two (2) Position Papers, one for each topic. These papers should be emailed to your respective committee daises to their GMail inboxes no later than 31 May, Tuesday 2359hrs (GMT+8). Failure to submit will result in disqualification from the Best Position Paper award and other award penalties.

A Position Paper provides a clear picture of a stakeholder's stance on a particular topic and its policies and interests. It should represent the viewpoints of the country or portfolio you are representing, which is separate from your personal opinions on the issue.

Format

Delegates are to adhere strictly to the following format:

Position Papers should be titled SMUN2022_PositionPaper_(Committee Name)_(Stakeholder). E.g. SMUN2022_PositionPaper_SOCHUM_China

Position papers are to be written in British English. Sections written in any language other than English will not be taken into account.

Position Papers are to be written in prose, in Times New Roman, font size 11, single line spacing in justified format, with one (1) inch margins and zero (0) kerning value.

Any referenced sources should be inserted as footnotes in-text and compiled into a Bibliography at the end of the Position Paper, following the 17th Edition Chicago Manual of Style (CMOS17) Notes-Bibliography system. A summary of expectations is outlined in the Citations and Style Guide section of this document.

The Position Paper document should not exceed 500 words per topic, excluding Bibliography.

The Position Paper document should be saved as a PDF file.

Guiding Questions

The following structure is a recommendation that you may choose to follow in writing your Position Papers. The sections and questions stated below are by no means exhaustive, and you are free to make any changes to the recommended structure or create your own.

Background

This section should focus on a basic overview of the contentious aspects of the issue. It is meant to identify critical components of the issue that your country believes should be the focus of debate.

What are the critical problems of the issue?
Why are these problems important to your portfolio, the committee and the world at large?
What are the causes, proximal and root, of these problems?

Stakeholder's Position

In this section, you should be identifying your country or portfolio's stance on the issue. These can vary significantly depending on the strategic interests, as well as the cultural and political viewpoint of the country or portfolio you are representing.

According to your country/portfolio, should this issue be solved, mitigated or left alone?
What are your country/portfolio's own policies on the issue? Has your country/portfolio taken any action?
What are the pros and cons of solving, mitigating or leaving the issue alone?
Is your country//portfolio being influenced by other external entities (e.g. other nations/ regional organizations) into adopting specific stances/policies?

Possible Solutions

In this section, the focus should be on possible policies or measures that can be adopted by your committee in order to further advance your country/portfolio's objectives.

What solution would best advance your country/portfolio's interests?
Which part of the issue is your solution trying to solve?
Does your committee possess the mandate to carry out your proposal?
What is the cost of your solution? Can the committee/larger overarching body (e.g. United Nations) bear the cost? How will the solution be funded?
Would other countries/portfolios disagree with your solution? Why or why not?
Has your solution been implemented by the United Nations/regional and international governmental organizations/non-state entities and organizations/other countries/ portfolios before? What are some benefits and limitations of the solution already in place?

DELEGATE CONDUCT

Dress Code

As the conference will be held physically, all delegates are expected to be dressed in at Western Business Attire. Any delegate caught dressed inappropriately will be required to change, and failure to do so may result in delegates being barred from committee sessions.

Code of Conduct

The Code of Conduct (referred to as "Code" thereafter) is established herein at SMUN 2022 to codify the standards and expectations the Secretariat has of participants at the conference to uphold professionalism and maintain an environment conducive for a worthwhile experience for all. The Secretariat reserves the sole right to interpret the Code contained herein to address any breaches and complaints that may arise and arbitrate any disputes or conflicts so as to upkeep the conference's professional standards and safeguard the wellbeing and safety of all participants. Insofar specific reference is made to delegates in this Code, the Secretariat emphasizes that this Code shall apply to any and all participants at the conference, be it delegates, chairpersons, administrative staff or Secretariat members.

Delegates are expected to treat all conference staff and other delegates with utmost respect. Derogatory, offensive, and inappropriate remarks or acts will not be tolerated. Unruly behavior will not be tolerated, and delegates found misbehaving will face disciplinary action. Such behavior will be classified broadly as either a minor infraction or major infraction.

A minor infraction is generally defined as behavior that disrupts the proceedings of council and/or reduces the conduciveness and/or quality of the debate experience. Such infractions can include but are not limited to:

- Cross-talking during debate sessions, except during unmoderated caucuses,

- Disrespecting the Secretariat, Dais and/or other delegates,

- Using electronic devices in a disruptive manner,

A minor infraction will be assessed by its impact on the proceedings, and depending on the severity of impact, will be dealt with accordingly via the following penalties, in order of escalation:

- Verbal warning from the Dais

- Suspension of speaking and/or any other rights from the Dais

- Verbal warning from the Secretariat

- Escalation of infraction to a major infraction, with notice made to relevant Points-of-Contact

A major infraction is generally defined as wilful behavior that severely disrupts the proceedings of council and/or greatly affects the quality of the debate experience for the whole-of-council, a group of and/or a specific individual. A major distinguishing point between a minor and major infraction is the establishment of wilful intent, which the Secretariat shall assess together with input from the Dais and relevant delegates. Such infractions are broadly classified into four major categories: plagiarism, harassment, sexual harassment and disruptive pattern. To afford delegates a safe avenue to report on such infractions, an Open Reporting Mechanism (ORM) is set up where delegates can submit a report, with choice of anonymity, to the Secretariat. Follow-ups will be planned with consideration to the nature of the reported infraction, the present facts of the case at that point in time and contextual circumstances.

For major infractions owing to plagiarism, the definition of such and follow-up penalties is already defined under the Plagiarism Policy section in this document. Delegates are reminded that the expectations for citations and usage of sources is also outlined in the Academics Guide in the Citations and Style Guide section.

For major infractions owing to harassment, it shall be defined as any act, gesture, speech or behavior that causes alarm or distress to another individual, or group of individuals. Such acts can include but are not limited to:

- Aggressive gestures and speech in all mediums and forms,

- Verbal, non-verbal and/or physical abuse,

- Verbal and/or non-verbal threats and/or gestures indicating a threat,

- Remarks that harm the racial and/or religious feelings of an individual and/or group;

- Remarks of bigotry and/or of excessive hatred towards any such individual and/or group

Major infractions owing to harassment, once verified, will lead to suspension from the conference with notice made to the relevant Points-of-Contact.

For major infractions owing to sexual harassment, it shall be defined as any behaviour amounting to sexual misconduct. Such behaviors include but are not limited to:

- Flashing (i.e. indecent exposure),

- Sexual harassment in all mediums and forms,

- Outrage of modesty,

- Voyeurism;

Major infractions owing to sexual harassment, once verified, will lead to suspension from the conference with notice made to the relevant Points-of-Contact, and the authorities if so required. Victims of sexual harassment at SMUN 2022 will have access to support during the conference as there will be trained sexual misconduct first responders present. All conversations and disclosures related to the case will be carried out in full confidentiality and anonymity, to protect the identity of the victims and safeguard their well-being.

For major infractions owing to disruptive pattern, it shall be defined as any cumulative behavior of disruption with the willful intent to reduce the quality of debate experience. Such a major infraction will be designated following a series of minor infractions with the establishment of wilful intent. Major infractions owing to disruptive pattern will lead to verbal reprimand and suspension of rights. Recidivism will lead to expulsion from the conference with notice made to relevant Points-of-Contact.

Delegates are highly encouraged to use the ORM to inform the Secretariat of any major infractions committed by other participants that are affecting them or that they have observed to be affecting others. The Secretariat takes the conference experience of every delegate seriously, and will not hesitate to investigate and verify such reports, and shall deal with offenders severely.

If any conflict or dispute should arise between parties named in a case of infractions under the Code, the Secretariat shall be involved in relevant investigations to clarify the facts of the case and arrive at a reasonable conclusion and settlement. Such investigations shall be done and recorded in full confidence, save for the relevant parties named and the Secretariat members involved in investigations. Referral of the case, and therefore referral of confidential details to external parties will be done on a case-by-case basis and the Secretariat reserves the sole discretion to do so.

Attendance

Delegates are required to attend at least seven (7) out of nine (9) committee sessions in order to qualify for an e-certificate of participation. Delegates who need to leave committee sessions halfway for emergency purposes should approach their committee Chairperson(s) or the Academics Team for assistance. Delegates who wish to be excused due to medical reasons are required to furnish a medical certificate upon returning to the committee session.

Decorum

Delegates should be punctual for all committee sessions to ensure that debate can start on time. During committee sessions, delegates are also expected to remain attentive to and be wholly present during council proceedings, unless they have received permission from their chairs to be excused. Absence or unresponsiveness without a valid reason will be noted by the chairs, and persistent unresponsiveness may cause your attendance for that session to be discounted.

Academic Integrity

Plagiarism is the appropriation of another party's ideas or language without proper citation. Plagiarism is an act of academic dishonesty which will not be tolerated at SMUN 2022. Plagiarism is strictly not tolerated in SMUN. A rigorous plagiarism check will be conducted on all pieces of work submitted during the conference, including but not limited to Draft Resolutions, Working Papers and Position Papers. Delegates found to have plagiarized any materials will face disciplinary action. This is fully articulated in the Plagiarism Policy section of this document. Delegates with queries on how to avoid plagiarism may approach their Committee Chairpersons or the Academics Team for assistance.

DRAFT RESOLUTIONS

Draft Resolutions are proposals submitted by one or more Member States for consideration and adoption by the Committee. These documents often contain the various measures and ideas discussed by the committee. Due to the number of specialized non-UN councils at SMUN 2022, not all committees will submit draft resolutions in this format. Please refer to the previous section for the specific mechanisms used in your committee. The following example is taken from the World Health Organisation (WHO) Resolution A/RES/64/265 (General Assembly resolution 64/265, 2010).

Draft Resolutions are structured as a single sentence, starting with the name of the committee. The Sponsors, Signatories, Committee Topic, and Draft Resolution Number (to be added by your chairs) are stated at the top of every Draft Resolution.

Example

Sponsors: The United States of America, Japan, and the French Republic

Signatories: Canada, Republic of Korea, Indonesia, and The Swiss Federation

Committee Topic: Prevention and Control of Non-Communicable Diseases

Draft Resolution Number: 1

The General Assembly,

Preambulatory Clauses

After the Sponsors, Signatories, and Committee Topics are the Preambulatory Clauses. This section states the reasons for the committee being convened, as well as highlights past international actions that have been taken regarding the issue.

Each clause starts with an italicized past participle, known as the preambulatory phrase, and ends with a comma.

Example

Sponsors: The United States of America, Japan, and the French Republic

Signatories: Canada, Republic of Korea, Indonesia, and The Swiss Federation

Committee Topic: Prevention and Control of Non-Communicable Diseases

The General Assembly,

Recalling the United Nations Millennium Declaration and the 2005 World Summit Outcome, as well as the outcomes of the major United Nations conferences and summits in the economic, social and related fields, in particular the health related development goals set out therein,

Recalling also all its resolutions related to global public health, including those related to global health and foreign policy, Recalling further its resolution 61/225 of 20 December 2006 in which it decided to designate and observe 14 November as World Diabetes Day,

Reaffirming the ministerial declaration of the 2009 high-level segment of the Economic and Social Council, on the theme "Implementing the internationally agreed goals and commitments in regard to global public health",

Noting with appreciation all relevant resolutions and decisions adopted by the World Health Assembly on the prevention and control of non-communicable diseases, and underlining the importance for Member States to continue addressing key risk factors for non-communicable diseases through the implementation of the 2008–2013 Action Plan for the Global Strategy for the Prevention and Control of Non-communicable Diseases, the World Health Organization Framework Convention on Tobacco Control, the Global Strategy on Diet, Physical Activity and Health, and the evidence-based strategies and interventions to reduce the public health problems caused by the harmful use of alcohol,

In general, Preambulatory Clauses are ordered based on its content. Any references to the United Nations Charter must be stated first. The first mention of the document must be referenced as "the Charter of the United Nations", after which any further references may simply be stated as "the Charter."

After the Charter, any references to past resolutions or decisions must be stated. The format for such references are as follows:

"Recalling Security Council Resolution 338 (1973) of 22 October 1973,"

Any further references to the same resolution would only require the resolution number and year (e.g. Resolution 338 (1973)).

A non-exhaustive list of preambulatory phrases can be found in Annex A.

Operative Clauses

Operative Clauses are the actions and/or recommendations proposed in the resolution, often after extensive negotiations by the committee.

Operative clauses are always numbered. These clauses start with an italicized verb, known as the operative phrase, and end with a semicolon. The last clause is the only exception as it ends with a full stop.

A non-exhaustive list of operative phrases can be found in Annex B.

Example

Sponsors: The United States of America, Japan, and the French Republic

Signatories: Canada, Republic of Korea, Indonesia, and The Swiss Federation

Committee Topic: Prevention and Control of Non-Communicable Diseases

The General Assembly,

Recalling the United Nations Millennium Declaration and the 2005 World Summit Outcome, as well as the outcomes of the major United Nations conferences and summits in the economic, social and related fields, in particular the health related development goals set out therein,

Recalling also all its resolutions related to global public health, including those related to global health and foreign policy, Recalling further its resolution 61/225 of 20 December 2006 in which it decided to designate and observe 14 November as World Diabetes Day,

Reaffirming the ministerial declaration of the 2009 high-level segment of the Economic and Social Council, on the theme "Implementing the internationally agreed goals and commitments in regard to global public health",

Noting with appreciation all relevant resolutions and decisions adopted by the World Health Assembly on the prevention and control of non-communicable diseases, and underlining the importance for Member States to continue addressing key risk factors for non-communicable diseases through the implementation of the 2008–2013 Action Plan for the Global Strategy for the Prevention and Control of Non-communicable Diseases, the World Health Organization Framework Convention on Tobacco Control, the Global Strategy on Diet, Physical Activity and Health, and the evidence-based strategies and interventions to reduce the public health problems caused by the harmful use of alcohol,

1. *Decides* to convene a high-level meeting of the General Assembly in September 2011, with the participation of Heads of State and Government, on the prevention and control of non-communicable diseases;

2. *Also decides* to hold consultations on the scope, modalities, format and organization of the high-level meeting of the General Assembly on the prevention and control of non-communicable diseases, with a view to concluding consultations, preferably before the end of 2010;

3. *Encourages* Member States to include in their discussions at the high-level plenary meeting of the sixty-fifth session of the General Assembly on the review of the Millennium Development Goals, to be held in September 2010, the rising incidence and the socio-economic impact of the high prevalence of non-communicable diseases worldwide;

4. *Requests* the Secretary-General to submit a report to the General Assembly at its sixty-fifth session, in collaboration with Member States, the World Health Organization and the relevant funds, programmes and specialized agencies of the United Nations system, on the global status of non-communicable diseases, with a particular focus on the developmental challenges faced by developing countries.

Amendments

Amendments are proposed changes to parts of the Draft Resolution. For procedural matters, you may refer to the Rules of Procedures (ROP) for SMUN 2022. When submitting amendments, please clearly denote whether the amendment is to Add Clause, Edit Clause or Delete Clause. The format for an amendment is as follows:

Original Clause: Requests that the following procedure is to be included;

Submitter: The United States of America

Signatories: The French Republic, Swiss Federation, Italy

Draft Resolution Number: 1

Add Clause A after Clause No. B

A. Requests that the following additional measure is to be included;

Edit Clause C

C. ~~Requests~~ *Reminds* that ~~the following procedure is to be included~~ **existing protocols based on RES/XXX/XXX are to be adhered to;**

Delete Clause D

D. *Requests* that the following procedure is to be included;

Annex A: List of Preambulatory Phrases

List of Preambulatory Phrases		
Affirming	Expressing its appreciation	Noting with satisfaction
Alarmed by	Expressing its satisfaction	Noting further
Approving	Fulfilling	Noting with approval
Aware of	Fully alarmed	Observing
Bearing in mind	Fully believing	Reaffirming
Believing	Further deploring	Realising
Confident	Further recalling	Recalling
Contemplating	Guided by	Recognising
Convinced	Having adopted	Referring
Declaring	Having considered	Seeking
Deeply concerned	Having devoted attention	Taking into account
Deeply conscious	Having examined	Taking into consideration
Deeply convinced	Having heard	Taking note
Deeply disturbed	Having received	Viewing with appreciation
Deeply regretting	Having studied	Welcoming
Desiring	Keeping in mind	
Emphasizing	Noting with deep concern	
Expecting	Noting with regret	

Annex B: List of Operative Phrases

Accepts	Draws the attention	Proclaims
Affirms	Emphasizes	Reaffirms
Approves	Further invites	Recommends
Authorizes	Encourages	Regrets
Calls	Expresses its appreciation	Reminds
Calls upon	Expresses its hope	Requests
Condemns	Further invites	Solemnly affirms
Confirms	Further proclaims	Strongly condemns
Congratulates	Further reminds	Supports
Considers	Further recommends	Takes note of
Declares accordingly	Further requests	Transmits
Deplores	Further resolves	Trusts
Designates	Notes	

COMMITTEE SPECIFIC MECHANISMS

At SMUN 2022, all mechanisms and Special Rules of Procedures will be appended to the respective Committee's Topic Guides directly for relevance and coherence.

TOPIC GUIDE REVISIONS

SMUN 2022 Sections

1.   Council Introduction
Gives an overview of the council - mandate, makeup, history and other structural details that may be relevant for debate in council. Highlights the significance of the council.

2.   Topic Introduction
Briefly introduces the topic and a primer to key issues in the topic.

3.   Background Information
Provides contextual information to be used as the basis of arguments in council. Possible contents include:
   · Historical Development
   · Current Situation
   · Descriptions of organisations, mechanisms and phenomena central to understanding the topic
   · Impact of issue

4.   Scope of Debate/Key Contentions/Key Issues
Discusses the most contentious issues in the topic, giving direction to council debate.

5.   Case Studies
Provides real-world examples of the issue being discussed, or of similar issues. Case studies can be incorporated into the scope of debate or background information.

6.   Potential Solutions
Description and analysis of significant solutions proposed in the real world for the issue or for similar issues. Gives direction for solutions delegates can consider bringing up in council.

7.   QARMA (Questions a Resolution Must Answer)
Questions that spur the council into tangible action, typically encapsulating the key conflicts or problems encountered in the issue.

8.   Conclusion
Evaluative summary on the main contentions of the issue complete with an outlook of the issue's development in the near foreseeable future, or any other coherent ending.

9.   Bibliography
Tabulation of references, works cited and attributions made in the Topic Guide.
Information Boxes

Information Boxes

Typical Topic Guide Sections (non-exhaustive)	SMUN 2022 Sections (non-exhaustive)
Council Introduction Topic Introduction Background Information Key Definitions/Principles Scope of Debate/Key Contentions/Key Issues Case Studies Potential Solutions Guiding Questions QARMA Further Questions Further Reading Conclusion Bibliography	Council Introduction Topic Introduction Background Information Scope of Debate/Key Contentions/Key Issues Case Studies Potential Solutions QARMA Conclusion Bibliography

Figure 1: Comparison of typical Topic Guide sections to SMUN 2022 Topic Guide sections, removed sections highlighted.

As can be observed in the above table, the highlighted sections are not of the main body text in SMUN 2022 Topic Guides. Instead, they will be included in boxes beside the main text where the information is most relevant, as can be observed in Figure 2 on the next page.

The rationale for the following change can be summarized as such:

- Improve the relevance of sections to the main text: By placing these sections right beside the main text, chairs can be more mindful regarding the relevance of their writing to these sections. Delegates reading the study guide can now more easily see the significance of these sections, enhancing their effectiveness.

- Improve linguistic fluency - complicated terms/concepts are currently far removed in the definitions section, or cause the text to become clunky when they are explained immediately after being first mentioned. Placing definitions into a box outside the main text helps to clarify for beginners, and improves reading for more experienced readers.

Ethnic cleansing and mass killings

Both sides of the conflict have been alleged to have committed ethnic cleansing; mass murders on the basis of ethnicity.

In early November of 2020, the town of Mai Kadra was reported to be the site of a massacre killing at least 600 people (EHRC, 2020). According to an investigation by the Ethiopian Human Rights Commission, the mass killings were perpetrated by an informal, pro-TPLF youth group called the Samri, with the support of local paramilitary and military organisations. The ethnic character can be ascertained by reports of previous identity checks on non-Tigray residents, and the Commission concludes that "the perpetrators killed hundreds of people with full intent, a plan, and preparation".

Ethiopian and Eritrean forces, meanwhile, were accused of unleashing mass atrocities following their victory in a large-scale offensive that captured the city of Axum, according to Amnesty International (2021). Crimes including looting and indiscriminate killing were reported, often with massacres conducted openly in the streets and sustained gunfire throughout the day. Similar atrocities were also reported in Shire, statements from whose residents were broadcast on national television. Eyewitness accounts pointed to heavy Eritrean involvement in the atrocities, identifying the perpetrators by their Eritrean military equipment and their distinctive dialect.

A more systematic report by the United States government pointed to a grimmer image of consistent ethnically motivated massacres with up to thousands of Tigrayans unaccounted for, while the Ethiopian and Eritrean governments have consistently denied all accusations (Walsh, 2021).

Key Definitions

There is currently no standard definition of ethnic cleansing used in international law. The General Assembly report S/1994/674, submitted by the United Nations Committee of Experts convened to investigate atrocities in former Yugoslavia, provides a functional definition that ethnic cleansing is "a purposeful policy designed by one ethnic or religious group to remove by violent and terror-inspiring means the civilian population of another ethnic or religious group from certain geographic areas" (UN Office for Genocide Prevention and the Responsibility to Protect, 2021)

Guiding Questions

Based on the previous discussions on Tigray's ethnonationalism and applying the aforementioned conflict models, what incentivized or led to both belligerent parties to systematically kill their counterparts?

Figure 2: Sample of SMUN 2022 Topic Guide with boxes

PLAGIARISM POLICY

Guiding Principles

As one of Singapore's foremost conferences accommodating both local and international participants, the Singapore Model United Nations (SMUN) Secretariat condemns any individual committing or intending to commit plagiarism. The Secretariat holds a firm stance against any form of academic dishonesty, as it is contrary to the spirit of good sportsmanship, mutual respect between participants, and respect for published authors and their works.

Given that SMUN hosts participants of high caliber and experience in academic writing, as well as with the publication of this document outlining the Secretariat's position on plagiarism, a high academic standard is expected from all participants. Specifically, delegates are expected to do their due diligence when submitting all documents by ensuring no instance of plagiarism is present.

Delegates are forewarned that insisting one was not aware he or she had copied off a source or any other such claims of ignorance or carelessness will not be an adequate defense. A penalty proportional to the extent of plagiarism and addressing its intent will be meted out regardless.

Definition of Plagiarism

In the current edition of the SMUN Plagiarism Policy, two types of academic dishonesty will be recognized, namely Type I and Type II.

In both types of academic dishonesty, an act of academic dishonesty is committed when it is established, with strong evidence, that a document, or any part thereof, was copied from a source, or any part thereof. This document, which has been copied from the source, was then submitted as one's own work. These sources include the following but are not limited to

1) Text

2) Audio recordings

3) Images

4) Videos

To avoid committing plagiarism, one must respect authorship and cite the sources. Firstly, any and all source material ought to be paraphrased sufficiently and integrated

into one's own work to the extent that the source material is indiscernible. If one wishes to directly quote sections of the source word-for-word, one ought to do so explicitly by placing it in quotation marks or as a separate chunk of text. Secondly, one ought to quote the sources referenced diligently, with all references and acknowledgements made. More information and details on citation guidelines for SMUN 2022 is shared in a separate document titled "SMUN 2022 Citations Style Guide".

Even if one were to convert the source from one form to another, an act of academic dishonesty would have been committed if a reasonable person cannot conclude that the plagiarised document, or its parts, could have been originally produced without copying from the source material. An example would be transcribing an audio recording of an interview word-for-word into a working paper and not citing the source.

Differentiating between Type I and Type II academic dishonesty involves a difference between the types of sources plagiarised. In Type I, the sources are officially published physically or online. Examples of sources resulting in Type I plagiarism include the following but are not limited to

1) Academic journals

2) Online videos

3) Newspaper articles

4) Published books

5) Wikipedia

6) Online podcasts and interviews

7) SMUN Topic Guides

In Type II plagiarism, the source being copied off is that of another participant at SMUN 2022. In Type II cases, a more detailed Process of Inquiry is required to establish the chronology of events and the intention, causality and proximity of plagiarism.

Process of Inquiry

At the baseline, Chairpersons will analyze Position Papers and Draft Resolutions submitted for plagiarism. The Academics Team will also assist to afford an additional layer of checks to ensure that no act of academic dishonesty goes undetected. As for all other documents, the Secretariat maintains a level of trust with the participating delegates that due diligence is exercised, as checking for plagiarism at an excessive frequency will be counterproductive to conference execution.

If an act of academic dishonesty is sounded off either by the Chairpersons, Academics Team, Secretariat or via other delegates through the Open Reporting Mechanism (ORM), a Process of Inquiry (PoI) will be initiated to investigate the allegation and take appropriate measures. The PoI will be conducted in this manner –

1) The complainant party will be contacted for more details on the plagiarism.

2) The plagiarism will be assessed for severity and be classified as Type I or Type II

3) If the Plagiarism is Type I,

a.The Academics Team will obtain a copy of the suspected document from the accused party

b.The Academics Team will conduct a plagiarism check on the suspected document

c.Based on the findings from b., the Academics Team will decide whether an act of academic dishonesty has been committed and if it has indeed been committed, the extent of the plagiarism will be assessed

d.If found guilty, a penalty proportionate to the extent of plagiarism will be made known to the accused party and meted out

4) If the Plagiarism is Type II,

a.The Academics Team will obtain the source copy of both the document suspected of plagiarism and the document suspected of being plagiarized from.

b.The chronology of writing and editing across the two documents will be established.

c.Relevant parties will be contacted for testimonies and witness reports as further evidence if need be.

d.Based on the findings from b. and c., the Academics Team will decide whether an

act of academic dishonesty has been committed and if it has indeed been committed, the extent of the plagiarism will be assessed

      e. If found guilty, a penalty proportionate to the extent of plagiarism will be made known to the accused party and meted out

As Type II plagiarism involves undocumented and unpublished source materials, the complainant and accused are advised to be forthcoming with their evidence and accounts at the PoI so that an equitable outcome can be arrived at.

Consequences and Penalties

As the Secretariat firmly condemns all acts of academic dishonesty, penalties are meted out on the first instance of academic dishonesty and escalated with repeat offences. These penalties will be adjusted on a situational basis and would include the following but are not limited to

1) Correction of document

2) Complete cessation of document circulation

3) Verbal reprimand

4) Written reprimand, forwarded to relevant contacts

5) Temporary or permanent restriction of right to document publication

6) Disqualification from some or all awards

7) Suspension from conference

CITATIONS AND STYLE GUIDE

Academic honesty is an integral value of the Singapore Model United Nations (SMUN) conference and a principle all participants should abide by. One of the main instruments in upkeep this principle is proper citation and attribution of sources used in one's work. This Guide will describe definitively the standards and practices expected of all participants in citing and attributing their sources.

Specifically, SMUN 2022 will adopt the **Chicago Manual of Style 17th Edition Notes-Bibliography** (CMOS17-NB) system for academic citations and manuscript typesetting.

Expectations

To fully understand the requirements of CMOS17-NB, participants are recommended to read the guide provided by Purdue Online Writing Lab at the following *link.* Furthermore, a comprehensive sample of CMOS17-NB citations and bibliography are provided by the same Lab at this *link*. A static document of this sample is also uploaded online, the location of which will be made known to you. However, we understand that there may be certain limitations with respect to the spectrum of writing applications used by participants, as well as to prevent pedantic correction, the basic expectations will be outlined below with a sample text attached in the Appendix section. In addition, participants are expected to maintain consistency in style when submitting documents.

The expectations are as below

1. Maintain consistency in headings and subheadings. A system is recommended below-
   a. **Level 1 Heading**
   b. <u>Level 2 Heading</u>
   c. *Level 3 Heading*
   d. Level 4 Heading
   e. Level 5 Heading - Body Text

To elaborate on the Level 5 heading, it is presented as a run-in at the start of the body paragraph rather than starting on a separate line.

2. All sources referenced in one's work must be cited as per the CMOS17-NB guidelines. Citations can be generated either via Citation Machine or Google Scholar. These sources include but are not limited to
   a. Academic journals,
   b. Periodicals,
   c. Online or hardcopy books,
   d. Web sources,
   e. Audiovisual material,
   f. Legal and public materials, and
   g. Interviews and other forms of declassified personal communication;

3.   In CMOS17-NB, the titles of referenced books and periodicals, or in general large works, appearing in the main body of one's work must be formatted in italics with the first letter of every word capitalized. The titles of chapters and articles, or in general smaller works or works contained in a larger work, appearing in the main body of one's work must be formatted enclosed in double quotation marks with the first letter of every word capitalized.

4.   In CMOS17-NB, if one chooses to lift a section (i.e. extract content with no change or paraphrasing from the original source), the section lifted must be enclosed within double quotation marks, with a mention of the original source in the same line. If the section lifted is 5 lines or more, the section lifted must begin on a new line and indented from the main body; the section lifted becomes a block quotation.

5.   In CMOS17-NB, the cited source shall appear as a footnote, with the note number appearing as a superscript at the end of the sentence or clause after all punctuation in which content was cited from. The citation itself will manifest fully in the footnote of the same page, with the note-number full-sized and followed by a period.

6.   In CMOS17-NB, if the same source is cited multiple times throughout the work, the usage of ibid or any other similar shorthand in the footnotes is not advised. Instead, participants should restate the name of the author and work, along with the specific page number, from which it was cited from. This means to say, citations of the same work following the first occurrence shall omit all other information, except for name of work, name of author, and page number.

7.   IN CMOS17-NB, the whole corpus of sources used in one's work shall be compiled into a single bibliography at the end of the document. The bibliography will start on a new page and have the heading "Bibliography". Citations must be listed in alphabetical order of the first author's name. The citations must also be formatted with hanging indents.

8. In CMOS17-NB, all images, figures and tables referenced must be placed in the work as soon as possible after they are mentioned, which is generally after the paragraph in which they are referenced. For images, figures and tables, number the attachment (e.g. Table 1, Figure 2, Image 3) and provide a short write-up on what the attachment is in the caption, followed by a credit line (e.g. Photo by … , Data adapted from …).

9. For Creative Commons images, follow the Creative Commons attribution guidelines and double-check the Creative Commons License before using the said work. For attributions, the image caption should end with a short credit line similar to that in 8.. Full Creative Commons attributions will appear at the end of the work under another section titled "Multimedia Attributions and Credits".

This guide serves to summarize the basic expectations of style and citations at SMUN 2022. Failure to do so will result in an investigation and incur penalties as described in the Plagiarism Policy section.

DELEGATE ASSESSMENT RUBRICS

Academic standards can mean different things to different people, which poses a challenge when one seeks to realise consistency in the application of said standards. Given that SMUN has and always will be the conference that maintains and elevates those standards, the Delegate Assessment Rubric (DAR) is thus drafted to codify these standards for delegates to work towards.

In line with conventional expectations of Model United Nations, the DAR assess delegates on -

1. Research and Content

2. Oratory Skill and Mannerism

3. Diplomatic and Negotiation Skill

Rubrics Breakdown

Conventionally, a Delegate can expect to be assessed based on the four main criteria below (1) Consistency of Stance, (2) Content, (3) Delivery and Engagement, (4) Diplomatic Skill

Such conventional markers of performance will be incorporated into SMUN 2022's DAR, whereby

(1) Consistency of Stance and (2) Content is subsumed under Research and Content , (3) Delivery and Engagement is subsumed under Oratory Skills and Mannerisms, and (4) Diplomatic Skill is expanded to Diplomatic And Negotiation Skill. The following sections will further explain the three main criteria considered in the DAR

Research and Content

This segment should be a reflection of the delegate's preparedness when it comes to both issues within the topic, as well as his or her own country's weaknesses and abilities. This can extend to the appropriateness of content within rebuttals, content within speeches, a knowledge of reconcilable differences and areas of the topic that should and must be debated.

Oratory Skills and Mannerisms

This segment should measure the delegate's quality of speech. Expectations would include, audibility, clarity of language, speed and structure of speech, the convincingness (to be discussed) of the speech, and the ability to attain and hold attention. A second characteristic to be added into this segment would be the conduct of the delegate during the conference, both in terms of body language and the appropriateness of speech. Use of appropriate language, attitudes and the necessary Rules of procedures will count towards this segment.

Diplomatic and Negotiation Ability

The final segment measures the delegate's tact and skill in attempting to achieve a working solution or compromise in the situation. The delegate must demonstrate successful engagement with the various stakeholders, reconcile differences and understand red lines in other delegate stances. The delegate must also demonstrate the ability to remain true to his national interest while pursuing the solutions. Backdoor deals and other such negotiations within the resolution process, as well as playing off delegate rivalries can count towards diplomatic ability, should such attempts be successful. However, the ability to be diplomatic and tactful should be favoured over rigidity, domineering and aggressive mannerisms, though it can be seen that in certain situations the use of such methodologies can work, it must not be a consistent trend to brute force the issues.

Conduct

Veto factor leading to awards disqualifications. Refer to the Code of Conduct section.

Discretionary Best Delegate (DBD) Policy

The DBD policy will be reinstated at SMUN 2022, empowering Daises with the discretion to not award a Best Delegate award. This is in line with SMUN's objectives of maintaining academic standards in the circuit and recognizing delegate performance only when it is objectively impressive. The Best Delegate award will be withheld should the Dais find the award contenders to be wholly undeserving of such given these thematic performance deficits, which include but are not limited to

a. Significant breakage of stance

b. Significant isolation and ostracization from traditional allies and blocs

c. Significant erosion of state interests and objectives throughout proceedings, and especially in the council outcome

At the same time, fairness will be accorded to incoming participants at SMUN 2022 through the following means

(1)   Accountability

Prior to the conference, the respective council Daises would have done extensive research on the council, topic and attending council members. As such, they would have had a comprehensive and in-depth understanding of each attending member's objectives and endgames. This will be cross-referenced with the participant's conference performance and evaluated with respect to baseline and disqualifying indicators.

(2)   Consultation

Daises do not have the power to unilaterally withhold the awarding of a Best Delegate award. The decision to do so will be in consultation with the relevant Academics Directors, together with the Deputy Secretary-General (Academics). This ensures the decision is deliberated upon from as many perspectives as possible, such that the decision, if so arrived at, will be prudent and grounded. This serves as a check and balance against an otherwise unfounded call to not award a Best Delegate award.

(3)   Transparency

If a decision to not award a Best Delegate is eventually arrived at, the Dais will present this decision and explain the decisionmaking calculus behind it to the Council. Furthermore, questions can be fielded and will be answered to clarify any doubts. The Director and Deputy Secretary-General (Academics) will also be in attendance. This is to ensure that such a decision is communicated to participants with as much transparency as possible, and that a learning outcome can be taken away.

Frequently Asked Questions

1. What is the purpose of the DAR?

The DAR is meant to provide a consistent and transparent assessment method to improve the academic quality of Model United Nations in Singapore. By publishing the DAR, it is hoped that delegates will be encouraged to strive toward achievable goals while receiving a constructive appraisal of their performance. In other words, the DAR is designed to reflect the all-rounded characteristics that Singapore Model United Nations (SMUN) envisions an ideal delegate should possess

2. How does the DAR affect awards consideration?

Chairs are expected to utilise the DAR in support of their knowledge, experience, and judgment, in order to provide accurate performance appraisal and identify deserving award winners. Award winners are expected to be the same delegates who attain relatively higher grading bands, although there is no requirement for awards decisions to be restricted to the top performers based on the DAR. Chairs are given the prerogative to present a Best Delegate award, as long as a minimum standard is assessed to have been met.

3. What scoring or tabulation method does the DAR adopt?

The DAR does not rely on any scoring or tabulation method as it is not a point system; instead, it allows chairs to band delegates according to each individual's performance in the committee. The judgment of a single attribute will not bias that of other attributes, and each criterion is considered independently. Each assessment category is not weighted equally; chairs may prioritize different categories according to their respective committee mandate and special Rules of Procedure, where applicable. Please consult your committee chairs for further clarification if necessary.

4. Are chairs allowed to consider assessment standards not included in the DAR?

Chairs are encouraged to contextualize the DAR to meet their requirements as far as possible, according to their respective committee mandate and special Rules of Procedure, where applicable. While the DAR is designed to be holistic, it is not intended to be exhaustive; awards decisions will be well-justified with reference to the DAR, or in consideration of other mitigating or aggravating factors that are not listed.

Delegates should note that the DAR is not a point system, that fulfilment of a particular criterion does not automatically confer awards, and that all awards decisions are finalized by the judgment of the dais

5. How will chairs provide feedback in reference to the DAR?

If delegates request for detailed feedback, chairs are encouraged to explain in the context of their committee and/or in relation to other delegates. Delegates should note that the DAR is not a point system, that fulfilment of a particular grading band does not automatically confer awards, and that all awards decisions are finalized by the judgment of the dais.