



20 YEARS OF YOUTH DIPLOMACY AND EMPOWERMENT

ACADEMICS GUIDE

SINGAPORE MODEL UNITED NATIONS 2023

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FOREWORD

1

Dear Delegate,

Thank you for signing up to be a delegate at Singapore Model United Nations (SMUN) 2023. On behalf of the Academics Team, it is with great pleasure that I welcome you to the 20th milestone edition of Singapore's annual flagship Model UN conference. This year, the Academics Team and Chairpersons have worked tirelessly to create a diverse array of committee simulations that showcases the complexity, dynamics and nuances of our increasingly interconnected world. In line with our conference theme of '20 Years of Diplomacy and Empowerment', SMUN remains committed towards nurturing and shaping socially-aware individuals while encouraging cohesiveness, collaboration and compromise towards salient global issues.

SMUN 2023 will offer a total of 11 committees, inclusive of a Crisis simulation. The committees range from traditional General Assemblies, such as the Disarmament and International Security Committee (DISEC) and the World Health Assembly (WHA) to specialised regional organisations, such as the Arab League (AL) and European Council (EUCO). There will also be two never-before-seen committees, namely the 19th Political Bureau of the Chinese Communist Party (CCP) and the Futuristic United Nations Security Council (fUNSC).

In this Academics Guide, I will bring you through the basic academic expectations of the conference and how relevant documents in SMUN 2023 may be drafted, highlight the Code of Conduct expected of all delegates and break down the awards policy. As this Guide will serve as a complement to the conference Rules of Procedure, you are highly encouraged to peruse the Rules of Procedure and any other special procedures or documents your Chairpersons may have sent to you.

I look forward to seeing you at SMUN 2023 and wish you the very best in your conference preparations.

**Warmest Regards,
Darius Lee (Mr.)
Deputy Secretary-General (Academics)
Singapore Model United Nations 2023**



CONTACTS

Should you have any queries, please feel free to send an email to the respective SMUN 2023 Secretariat Departments or Committee Chairpersons.

| | |
|--|---|
| Academics Directorate Email (for academic- related inquiries) | academics@singaporemun.org |
| Operations Directorate Email (for conference setup-related inquiries) | operations@singaporemun.org |
| Liaisons Directorate Email (for general inquiries) | liaisons@singaporemun.org |

CONTACTS

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

| | |
|---|--|
| Arab League (AL) | smun2023.al@gmail.com |
| 19th Political Bureau of the Chinese Communist Party (CCP) | smun2023.ccp@gmail.com |
| Disarmament and International Security Committee (DISEC) | smun2023.disec@gmail.com |
| European Council (EUCO) | smun2023.euco@gmail.com |
| Futuristic United Nations Security Council (fUNSC) | smun2023.futuristicunsc@gmail.com |
| Group of 20 (G20) | smun2023.g20@gmail.com |
| North Atlantic Treaty Organisation (NATO) | smun2023.nato@gmail.com |
| United Nations Environment Assembly (UNEA) | smun2023.unea@gmail.com |
| United Nations Security Council (UNSC) | smun2023.unsc@gmail.com |
| World Health Assembly (WHA) | smun2023.wha@gmail.com |
| Historical Joint Crisis Committee - Congress Working Committee | smun2023.crisis.gov@gmail.com |
| Historical Joint Crisis Committee - Janata Alliance | smun2023.crisis.notgov@gmail.com |

POSITION PAPER

Delegates are required to complete and submit one single document consisting of two (2) Position Papers, one for each topic, unless otherwise instructed by your Committee Chairpersons in your committee's welcome email. These papers should be emailed to your respective Committee Chairpersons via the committee email no later than 27 May 2023, 2359 hrs (SGT/GMT+8). Submission of Position Papers are a prerequisite to qualify for any and all awards during the conference.

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 are separate from your personal opinions on the issue.

Note: Delegates may disregard the format and guiding questions in this section if specifically instructed otherwise by their Chairpersons.

Format

Delegates are to adhere strictly to the following format:

1. Position Papers should be titled
SMUN2023_PositionPaper_(Committee Name)_(Stakeholder).
Example: SMUN2023_PositionPaper_DISEC_USA
2. Position Papers are to be written in English. Sections written in any language other than English will not be taken into account.
3. Position Papers are to be written in prose, in Times New Roman, font size 12, single line spacing in justified format, with one (1) inch margins and zero (0) kerning value.
4. 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.
5. The Position Paper document should not exceed **500 words per topic**, excluding Bibliography.
6. The Position Paper document should be submitted as a .PDF file.

POSITION PAPER

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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.

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

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

POSITION PAPER

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.

1. What solution would best advance your country/portfolio's interests?
2. Which part of the issue is your solution trying to solve?
3. Does your committee possess the mandate to carry out your proposal?
4. 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?
5. Would other countries/portfolios disagree with your solution? Why or why not?
6. Has your solution been implemented by the United Nations/regional and international governmental organisations/non-state entities and organisations/other countries/portfolios before? What are some benefits and limitations of the solution already in place?

DELEGATE CONDUCT

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Dress Code

All delegates are expected to be dressed in at **Western Business Attire and appropriate footwear (i.e., dress shoes, heels or flats)**. Any delegate caught dressed inappropriately (e.g. T-shirts, jeans, sport shoes, sandals, slippers, etc.) 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 (hereinafter referred to as “Code”) is established herein at SMUN 2023 to codify the standards and expectations the Secretariat has of participants at the conference to uphold professionalism and maintain a safe and conducive learning experience to facilitate worthwhile experience for every attendee. The Secretariat reserves the sole right to interpret the Code contained herein to address any breach(es) and complaint(s) 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 as specific reference is made to delegates in this Code, the Secretariat emphasises 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 behaviour will not be tolerated, and delegates found misbehaving may be subjected to disciplinary action(s) at the discretion of the Secretariat. Such behaviour will be classified broadly as either a minor infraction or major infraction.

Minor Infractions

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

1. Cross-talking during debate sessions, except during Unmoderated Caucuses,
2. Disrespecting the Secretariat, Chairpersons and/or other delegates,
3. Using electronic devices in a disruptive manner (such as browsing social media or playing music),

DELEGATE CONDUCT

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:

1. Verbal warning from the Committee Chairpersons
2. Suspension of speaking and/or any other rights from the Committee Chairpersons
3. Verbal warning from the Secretariat
4. Escalation of infraction to a major infraction, where harsher penalties will be meted out accordingly, with notice made to relevant Points-of-Contact

Major Infractions

A major infraction is generally defined as *malicious or wilful behaviour that severely disrupts the proceedings of committee and/or greatly affects the quality of the debate experience for the entire committee, a group of and/or a specific individual*. A major distinguishing point between a minor and major infraction is the **establishment of malicious or wilful intent**, which the Secretariat shall assess together with input from the Committee Chairpersons and relevant delegates. Such infractions are broadly classified into four major categories: **academic dishonesty, 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 **academic dishonesty**, delegates will be disqualified from any and all awards for SMUN 2023. Academic dishonesty includes, but is not limited to: plagiarism, cheating or asking another individual (with the exception of your double delegate) to conduct research or draft documents on your behalf. **This includes using artificial intelligence resources or software, such as ChatGPT or YouChat**. The most common form of academic dishonesty is **plagiarism**, and 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.

DELEGATE CONDUCT

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

1. Aggressive gestures and speech in all mediums and forms,
2. Verbal, non-verbal and/or physical abuse,
3. Verbal and/or non-verbal threats and/or gestures indicating a threat,
4. Remarks that harm the racial and/or religious feelings of an individual and/or group;
5. Remarks of bigotry and/or of hateful or prejudicial nature towards any such individual and/or group;

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

1. Flashing (i.e. indecent exposure),
2. Sexual harassment in all mediums and forms,
3. Outrage of modesty,
4. Voyeurism;

Individuals accused of harassment or sexual harassment may be suspended from the conference at the discretion of the Secretariat. Major infractions owing to harassment and sexual harassment, once verified, will lead to immediate dismissal from the conference without appeal or refund, with notice made to the relevant Points-of-Contact. Such cases may be referred to the relevant authorities for further criminal investigation, where necessary. Victims of sexual harassment at SMUN 2023 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.

DELEGATE CONDUCT

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For major infractions owing to **disruptive pattern(s)**, it shall be defined as *any cumulative behaviour 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(s) will lead to **verbal reprimand and suspension of rights**. Recidivism will lead to **dismissal 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.

Furthermore, as the conference will be held on campus grounds of the National University of Singapore (NUS), delegates are also required to abide by the Students' Code of Conduct as prescribed by the University, even if they are not students of the University. More information regarding NUS Code of Conduct can be found here: <https://www.nus.edu.sg/campusconduct/>.

DELEGATE CONDUCT

Attendance

Delegates are required to attend at least six (6) out of eight (8) committee sessions in order to qualify for a 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 committee proceedings, unless they have received permission from their Committee Chairpersons to be excused. Absence or unresponsiveness without a valid reason will be noted by the Committee Chairpersons, and persistent unresponsiveness may cause your attendance for that session to be discounted.

DRAFT RESOLUTION

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 specialised non-UN councils at SMUN 2023, not all committees will submit draft resolutions in this format. You may refer to Study Guide annexes or Special Rules of Procedure documents provided by your Committee Chairpersons for reference. 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 Chairpersons) 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,

DRAFT RESOLUTION

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 *italicised* past participle, known as the preambulatory phrase, and ends with a comma.

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,

DRAFT RESOLUTION

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 underlined verb, known as the operative phrase, and end with a semicolon. The last clause is the only exception as it ends with a period. A non-exhaustive list of operative phrases can be found in Annex B.

Operative Clauses: 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 organisation 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 specialised 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.

DRAFT RESOLUTION

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Amendments

Amendments are proposed changes to parts of the Draft Resolution. For procedural matters, you may refer to the SMUN 2023 Rules of Procedures. 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;

| 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 | |
| Emphasising | Noting with deep concern | |
| Expecting | Noting with regret | |

List of Operative Phrases

| | | |
|----------------------|----------------------------|-------------------|
| Accepts | Draws the attention | Proclaims |
| Affirms | Emphasises | Reaffirms |
| Approves | Further invites | Recommends |
| Authorises | 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 2023, all mechanisms and Special Rules of Procedures will be appended to the respective Committee's Study Guides directly or sent as a separate document by your Committee Chairpersons for relevance and coherence. Only mechanisms or procedures outlined in the Committee's Study Guides or Special Rules of Procedure may override the procedural rules in the general SMUN 2023 Rules of Procedure.

In the event of dispute, the Committee Head Chairperson will have the final authority on what procedures are to be undertaken.

PLAGIARISM POLICY

Guiding Principles

As one of Singapore's foremost conferences accommodating both local and international participants, the 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 calibre 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 defence. A penalty proportional to the extent of plagiarism and addressing its intent will be meted out regardless.

Definition of Plagiarism

SMUN 2023's plagiarism policy will be categorised into two main types, 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, but are not limited to:

1. Text
2. Audio recordings
3. Images
4. Videos

PLAGIARISM POLICY

To avoid committing plagiarism, one must respect authorship and cite the sources. This can be done through two methods.

- A. 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.
- B. Sources must be referenced diligently, with all references and acknowledgements made at appropriate junctures throughout any piece of work, using the **17th Edition Chicago Manual of Style (CMOS17) Notes-Bibliography system**. More information and details on citation guidelines for SMUN 2023 can be found in the **Citations and Style Guide** below.

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 interviews, podcasts or videos
3. Newspaper articles
4. Published books
5. Digital encyclopaedias and factoids
6. Research papers
7. SMUN Study Guides

In **Type II** plagiarism, the source being copied off is that of another participant at SMUN 2023. In **Type II** cases, a more detailed *Process of Inquiry* (established in the next section) is required to establish the chronology of events and the intention, causality and proximity of plagiarism.

PLAGIARISM POLICY

Process of Inquiry

At the baseline, Chairpersons will analyse 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 verbal complaint or the Open Reporting Mechanism (ORM), a Process of Inquiry (POI) will be initiated to investigate the allegation and determine the appropriate measures to be undertaken.

The Process of Inquiry is as follows:

1. The complainant party will be contacted by the Academics Team 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.

PLAGIARISM POLICY

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 plagiarised 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 may include, but are not limited to:

1. Correction of document
2. Complete cessation of document circulation
3. Verbal reprimand
4. Written reprimand, forwarded to relevant Points-of-Contact
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

Diligent citing and referencing is necessary to protect any individual from involuntarily plagiarising. This section will describe definitively the standards and practices expected of all participants in citing and attributing their sources.

SMUN 2023 will adopt the 17th Edition Chicago Manual of Style 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](#).

However, we understand that there may be certain limitations with respect to the spectrum of writing applications used by participants, as well as the need to prevent pedantic correction. Therefore, 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. Level 2 Heading
 - 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.

CITATIONS AND STYLE GUIDE

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
 - 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 capitalised**. 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 capitalised**.
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 any 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.

CITATIONS AND STYLE GUIDE

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"** - bolded and centralised. 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, etc.) 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"**.

DELEGATE ASSESSMENT RUBRICS (DAR)

The Delegate Assessment Rubrics (DAR) will outline how delegates' performances will be assessed by the SMUN 2023 Academics Team and Chairpersons. The aim of the DAR is to provide a standardised evaluation procedure to encourage consistency and transparency in the justification of awards and feedback to respective delegates. As a university-level conference, SMUN will continue to uphold a high standard through a thorough and robust assessment matrix in order to induce greater academic rigour and encourage holistic development in delegates.

In line with conventional expectations of Model United Nations, the DAR will broadly assess delegates on:

1. **Research and Content**
 - a. **Consistency of stance**
 - b. **Extent and depth of analysis of debate**
 - c. **Quality of committee documents**
2. **Oratory Skill and Mannerism**
 - a. **Delivery and style of speeches**
 - b. **Engagement of committee**
 - c. **Proper usage of committee mechanics, if applicable**
3. **Diplomacy and Negotiation Skill**

Delegates are to note that this list is not exhaustive and only serves to provide the foundations for Chairpersons to assess delegates. Additional components of assessment may be added depending on the specifications of the committee, and delegates will be informed of such additional significant components by the Committee Chairpersons prior to the commencement of the first committee session.

DELEGATE ASSESSMENT RUBRICS (DAR)

Rubrics Breakdown

Research and Content

This category 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, areas of the topic that should and must be debated, critical analysis and the proposal of solutions.

Oratory Skills and Mannerisms

This category should measure the delegate's quality of speech. Expectations would include, audibility, clarity of language, speed and structure of speech, the persuasiveness of the speech, and the ability to attain and retain attention of the committee. A second characteristic to be added into this category 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 category.

Diplomatic and Negotiation Ability

This category 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.

AWARDS POLICY

General Awards Matrix

SMUN 2023 will be giving out a maximum of four (4) distinct types of awards per committee, unless otherwise stated in a committee's Special Rules of Procedure.

1. Best Delegate
2. Outstanding Delegate
3. Honourable Mention
4. Best Position Paper

Verbal Commendations may also be given out during the award ceremony at the discretion of the Committee Chairpersons.

All awards will be decided by Committee Chairpersons, with the advice of the Academics Team, where necessary. Decisions made by Committee Chairpersons are final and delegates will not be afforded any appeals or disputes on the awardees. The SMUN 2023 Secretariat reserves the sole right to rescind any and all awards awarded to any delegate if they are found to have breached the *Code of Conduct* during the duration of the conference.

AWARDS POLICY

Discretionary Best Delegate (DBD) Policy

The Discretionary Best Delegate Policy (DBD) is a policy that enables Committee Chairpersons to **not award any delegate the Best Delegate award**. This does not apply to the Outstanding Delegate, Honourable Mentions and Best Position Paper awards.

In line with SMUN's objectives of maintaining high academic standards in the circuit and recognising delegate performance only when it is objectively impressive, the DBD policy allows Chairpersons to withhold the Best Delegate award. This may occur in the event the committee Chairpersons find the award contenders of their committee to be wholly undeserving of the award due to various possible thematic performance deficits that may include, but are not limited to:

- a. Significant breakage of stance;
- b. Significant isolation and ostracisation from traditional allies and blocs;
- c. Significant erosion of state interests and objectives throughout proceedings, and especially in the committee outcome.

AWARDS POLICY

At the same time, fairness will be accorded to incoming participants at SMUN 2023 through the following means:

1. Accountability

Prior to the conference, the respective Committee Chairpersons would have done extensive research on the committee, topic and attending 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

Chairpersons 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 Committee Chairpersons will present this decision during the awards ceremony. Thereafter, the committee's Head Chairperson will draft a formal email to the committee **within three (3) working days of the conference's conclusion** to elaborate and justify how the decision was arrived at. Delegates with further queries may send in an email to their respective committee emails. 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.

AWARDS POLICY

Awards Policy 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, 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 SMUN envisions an ideal delegate should possess.

2. How does the DAR affect awards consideration?

Chairpersons are expected to utilise the DAR in support of their knowledge, experience, and judgement, 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. Chairpersons 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 Chairpersons to band delegates according to each individual's performance in the committee. The judgement of a single attribute will not bias that of any other attributes, and each criterion is considered independently. Each assessment category is not weighted equally; Chairpersons may prioritise different categories according to their respective committee mandate and Special Rules of Procedure, where applicable. Please consult your Committee Chairpersons for further clarification if necessary.

AWARDS POLICY

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

Chairpersons are encouraged to contextualise the DAR to meet their requirements as far as possible, according to their respective committee mandate and Special Rules of Procedure, where applicable. The respective Committee Chairpersons will brief the delegates prior to the commencement of the first committee session on any changes or deviations to the standard DAR outlined in this section.

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 finalised by the judgement of the Committee Chairpersons.

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

If delegates request for detailed feedback, Chairpersons 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 finalised by the judgement of the Committee Chairpersons.

Delegates should also only approach the Chairpersons for individual feedback **after the conference**. This is to mitigate any potential conflicts of interest and ensure fairness and impartiality in the awards decision.