

## **GUIDELINES FOR THE NATIONAL SMU-SIMI COLLABORATIVE DISPUTE RESOLUTION AWARD**

### **ABOUT THE AWARD**

The National SMU-SIMI Collaborative Dispute Resolution Award (CDR Award) is a collaboration between the Singapore International Mediation Institute (SIMI) and the Singapore Management University (SMU) Yong Pung How School of Law.

The objective of the CDR Award is to recognise talented tertiary students in Singapore who have excelled in the field of collaborative dispute resolution (CDR), including mediation and negotiation. Such excellence may be seen from their performance at CDR competitions, as well as through their significant contributions to the promotion of Singapore's CDR suite of services, and/or growth of CDR in Singapore.

Applications are welcome from all eligible individuals (see the section on Eligibility below).

### **AWARD VALUE**

The award value for each Award Year is SGD 2,000.

SIMI and the SMU Yong Pung How School of Law retain the discretion to grant more than one award based on the quality of the applicants. In the event that there is more than one award granted in the Award Year, the award value will be split between the recipients.

An Award Year is defined as each calendar year (eg 1 January 2022 to 31 December 2022) (see table in section on Eligibility below).

### **ELIGIBILITY**

Applicants must ensure that they meet the following requirements:

1. At the time of the Review Period in question, they were enrolled in a law tertiary institution in Singapore and pursuing full-time undergraduate or post-graduate studies at the same.
2. Are not involved in any type of disciplinary or criminal proceedings, whether such proceedings are taking place within a tertiary institution or otherwise.

A Review Period is defined with reference to each Award Year as the upper bound.

The following table illustrates this relationship by setting out the Review Period for Award Years 2021 and 2022:

AWARD YEAR	REVIEW PERIOD
2021	AY 2020/2021
2022	AY 2021/2022

### **ASSESSMENT PROCESS AND CRITERIA**

The assessment of applications will follow a two-stage process.

At the first stage, applicants must submit and will be assessed on the following:

- A personal statement of 500-600 words;

AND any combination of one or more of the following during the Review Period:

- The applicant's performance at CDR Competitions; and/or
- The applicant's contributions to the CDR field in Singapore; and/or
- The applicant's contributions to the promotion of the Singapore suite of CDR services in foreign jurisdictions.

At the second stage, short-listed applicants from the first stage will be invited to an interview.

Finally, the recipient(s) of the CDR Award for that Award Year will be selected based on their overall performance across both stages.

#### **Definition of 'CDR Competition'**

CDR competitions can take place domestically in Singapore, and internationally. They may also take place face-to-face, online, or some combination in-between.

Examples of CDR Competitions are:

1. International Mediation Singapore (IMSG)
2. ICC International Commercial Mediation Competition
3. International Negotiation Competition

4. Consensual Dispute Resolution Competition (CDRC) Vienna

SIMI and the SMU Yong Pung How School of Law reserve the right to make a final determination as to whether any event qualifies as a 'CDR Competition' for the purposes of assessing an application.

**Interview Process For The Second Stage**

Shortlisted applicant(s) will be invited for an interview with a selection panel.

The selection panel will comprise of representatives from the Singapore International Mediation Institute (SIMI), the National University of Singapore (NUS) Faculty of Law, SMU Yong Pung How School of Law, and Singapore University of Social Sciences (SUSS) School of Law.

The decisions of the selection panel are final and no appeal regarding a decision will be entered into.

SIMI and the SMU Yong Pung How School of Law reserve the right to modify the number of awards based on the quality of the applications.

**APPLICATION PROCESS**

All applications must be accompanied by a completed application form, as well as any other documents that may be requested or required by the form.

SIMI and the SMU Yong Pung How School of Law reserve the right to reject incomplete or erroneous submissions.

Applications must be received by no later than the stipulated deadline for each award year. A copy of the entry form will always be available on SIMI's website. Interested applicants may also write in to "[awards@simi.org.sg](mailto:awards@simi.org.sg)" for the form or to send in questions regarding the CDR Award.

**TERMS AND CONDITIONS**

1. There is no guarantee that an application will receive the CDR Award and will always be subject to the outcome of the assessment process.
2. All applications must be accompanied by a completed application form as well as any other documents that may be requested or required by the form.
3. All applications must be completed in English.

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4. **The application form and the personal statement should be in MS Word document (.doc or .docx) or PDF format (.pdf) only.** The committee will not accept Google Docs (.gdoc), Pages documents (.pages) or other word processor formats. Please note: if we are unable to open your application file (either through an incorrect format or upload error), your application may not be counted in the CDR Award selection process.
5. **The personal statement should be no less than 500 words, and no more than 600 words, must be in English and typed in font type Arial, size 12, double-spaced, and normal margin.** Any words beyond the word count will not be considered.
6. The document of the personal statement should be named and saved using the following format: “[**Applicant’s Name**]\_CDR Award [**Award Year**]”.
7. Applications should be sent online to [awards@simi.org.sg](mailto:awards@simi.org.sg), and an acknowledgement will be provided. Only acknowledged applications received prior to the stipulated deadline will be accepted.
8. Please carefully check your writing before submitting the final copy, and also ensure that all information is filled in correctly (name, contact details, particulars of activity, etc).
9. Successful applicants will receive the CDR Award Agreement Form and payment form which must be completed and returned before a CDR Award payment is made.
10. Approved CDR Award payments can only be made electronically to the successful applicant’s nominated bank account after the results have been announced. CDR Award payments will be disbursed within three (3) months after the announcement of the results, subject to the applicant returning a completed copy of the CDR Award Agreement Form and payment form.
11. Incomplete applications will not be processed.
12. The CDR Award selection panel reserves the right not to award any or all of the prizes.
13. Please send any inquiries to the CDR Award Coordinator at the email address: [awards@simi.org.sg](mailto:awards@simi.org.sg)

### PERSONAL DATA AND INTELLECTUAL PROPERTY RIGHTS

1. By submitting an application for the CDR Award, the applicant consents to SIMI collecting, using, disclosing and/or processing their personal data for the purposes of registration for the CDR Award, evaluation for the CDR Award, keeping them informed about the CDR Award, to be used in any merchandise, advertisements, educational

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materials or publicity carried out or produced by SIMI and its advertising and promotional agencies, and also to share updates and news relating to SIMI's work. SIMI will seek the consent of the applicant prior to using the personal data of applicants for any purpose other than the above. Applicants who wish to find out more about SIMI's personal data policies may do so at SIMI's website ([www.simi.org.sg](http://www.simi.org.sg)).

2. Name(s) of successful applicant(s) and recipient(s) of the CDR Award may be published on SIMI's website ([www.simi.org.sg](http://www.simi.org.sg)), SMU Yong Pung How School of Law's website (<https://law.smu.edu.sg>) and their relevant social media pages. Do note that submission of an application will be taken as acceptance of these conditions.
3. The applicant must ensure that all organisations and individuals stated on the application form have consented to allowing SIMI and/or the SMU Yong Pung How School of Law to use their contact information provided by the applicant, for the purpose of validating and auditing the application.
4. Subject to paragraphs 1 to 3, the applicant agrees if he/she is awarded the CDR Award, SIMI and SMU Yong Pung How School of Law shall have an irrevocable licence to use to all content provided by him/her in the said application form for the purposes of publicising the award.

### VARIATION AND CANCELLATION

1. SIMI and the SMU Yong Pung How School of Law reserves the right, and at its sole discretion, to modify, cancel or suspend this CDR Award should any external circumstances arise which are beyond SIMI's and the SMU Yong Pung How School of Law's reasonable control. SIMI and the SMU Yong Pung How School of Law is not responsible for any errors or omissions in printing or advertising this CDR Award. The CDR Award will run in accordance with these Rules, which may be subject to amendment by SIMI and the SMU Yong Pung How School of Law. SIMI and the SMU Yong Pung How School of Law reserves the right to cancel, amend, modify or terminate the CDR Award or these Rules at any time in its sole discretion and without notice.