*Please read this code of conduct, fill out the green parts after consulation with your group, remove these italic sections, and then all individually upload a copy to Blackboard before* ***Monday 19 February 17:00.***

**CODE OF CONDUCT 2024**

This code of conduct has been decided by [NAMES] for their group project for Dynamical Oceanography (NS-MO401M) and is enacted from [DD-MM-YYYY]. The procedure is based on [this exercise by Aurelia Moser](http://aureliamoser.com/aaas-guides/conduct/index.html)

Everyone taking part in the course and group discussions (mentors, helpers, coordinators, and learners) is required to conform to the following Code of Conduct. Coordinators will oversee adherence to this code throughout the course.

**Characteristics we value: [FILL IN]**

**Behaviors we encourage: [FILL IN]**

**Behaviors we discourage: [FILL IN]**

**The way we redistribute the grade: [FILL IN]**

*Choose for example “Everyone in the team gets the same grade”, “Everyone can propose a bonus point to one other person, which is then subtracted from other team member’s grades”, “We decide as a group who gets up to x bonus/penalty points”, or any other way to redistribute the grade, as long as the average of the group is not affected.*

**We make each others feel safe and supported by: [FILL IN]**

**How to report an issue, should someone violate the code?**

1. Contact Erik van Sebille by private message, or in person. All communication will be treated as confidential.
2. If for any reason you don’t want to do 1, you can contact Willem Jan van den Berg who has agreed to function as external contact person for this purpose.

**Community Participation Guidelines**

Apart from the code of conduct, all participants in this course must follow these general guidelines.

**Participation Guidelines**

When participating in Dynamical Oceanography, respect the Utrecht University guideline for [academic and scientific integrity](https://www.uu.nl/en/files/netherlands-code-of-conduct-for-research-integrity2018ukpdf) and [code of conduct](https://www.uu.nl/en/files/codeofconductuuenpdf). These guidelines cover our behaviour as participants, mentors, experts, staff, volunteers, and anyone else involved in making this course possible.

**How to treat each other**

To create a collaborative and inviting learning environment, we also emphasise certain values in how we treat each other:

* Be respectful and value each other’s ideas, styles and viewpoints.
* Be direct but professional; we cannot withhold hard truths.
* Be inclusive and help new perspectives be heard.
* Appreciate and accommodate our many cultural practices, attitudes and beliefs.
* Be open to learning from others.
* Lead by example and match your actions with your words.

The following will not be tolerated during the activities related to this course:

* violence and threats of violence.
* personal attacks; derogatory language.
* unwelcome sexual attention or physical contact.
* disruptive behaviour.
* influencing unacceptable behaviour.

**Inclusion and Diversity**

We welcome contributions from everyone as long as they interact constructively with our community, including, but not limited to people of varied age, culture, ethnicity, gender, gender-identity, language, race, sexual orientation, geographical location and religious views.

**Raising Issues**

If you believe you‘re experiencing practices which don‘t meet the above policies, or if you feel you are being harassed in any way, please immediately contact the course coordinator Erik van Sebille, or the university Academic Integrity Counsellor [dr Hieke Huistra](https://www.uu.nl/staff/HMHuistra).

The course coordinator reserves the right to refuse admission to anyone violating these policies, and/or take further action including reporting to the responsible figure for academic integrity at the department.