**Code of Conduct (ENG)**

In a Code of Conduct you discuss with each other what you expect from each other and from the collaboration. Everyone participates in this and supports the agreements that you draw up together. A Code of Conduct is a flexible document. If after some time it appears that certain agreements are not realistic or applicable, then it is important to discuss this in the group and adjust the agreements if necessary.

**Shared team values:**

Values ​​are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behavior is shaped. Discuss and write down your team values (min. 3).

1.

2.

3.

**Assignment description:**

In your own words, describe what you need to do as a group in this course.

**Target or ambition level:**

What grade are you working for?

**Products:**

What should you deliver at the end? On which platform do you share which documents (Discourse/Miro/MS Teams)? What standards must the work submitted meet?

**Planning:**

How do you ensure that each team member finishes everything on time? Did you clarify who will have a final say in the final deliverable and submits it to Brightspace *on behalf of the project group?*

**Behavior:**

How do you treat each other in the group? How do you handle disagreements within your group? Could your guide or student assistant be involved in reaching consent? What do you do if someone is late during a group meeting?

**Communication:**

In what ways do you communicate with each other as a group and among yourselves? Zoom, MS Teams?

What information do you share via WhatsApp, e-mail, telephone?

**Commitment:**

How do you determine the quality your groupwork, so that each team member delivers the same quality?

How do you measure the commitment of the chairs and minute takers?

**Meetings:**

How often will you meet as a group? What preparation is needed for the meetings?

**Decision-making:**

How do you make decisions? By majority vote or by consensus?

**Dealing with conflicts:**

How do you handle conflicts within the group?

**Guidance:**

What do you expect from the teacher's and/or student assistant’s guidance? What do you want feedback on, on the content or on the collaboration?

**Consequences:**

What are the consequences if a participant in the group does not keep the agreements?

**Success factors:**

What makes your team a dream team?

**Evaluation criteria (norms) for peer review (see also the study guide)**

You will evaluate your own and each others work in this project twice: once half way, and once at the end. Discuss and write down your team criteria. You need at least five different criteria (e.g. ‘keeps deadlines’).

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