

Group Workload Profile

The purpose of this workload profile document is to guarantee the fairness of the mark individualisation process starting from the mark awarded to the team as such based on their group submission. The workload profile is a means for members of each team to agree and record the effort that individuals have put in. Marks awarded for the group work will be distributed to individuals based upon (but in no way limited to) the agreed assessment profile submitted.

By openly and fairly agreeing to what the quantitative and qualitative contribution of each team member has been, we hope to reach a situation where no team member is afterwards “surprised” either to have been awarded a lower than average mark or not to have been awarded a higher than average mark.

A team member may not agree with one or more contribution values agreed by other members and reported in the profile. In this case, such team member should:

1. Do not sign the profile (which implies unconditional acceptance of ALL what is written in it concerning each and every team member)
2. Email the course organiser before the project submission deadline specifying the motivations for refusing to sign the profile. The course organiser will set up an adjudicating panel that may interview one or more team members involved and will award the corresponding delta. This may differ (either positively or negatively) from what the team had originally indicated.



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Please use the following to indicate your relative effort in the “Contribution” column.

0% I contributed the same as my team members

+X% I contributed **more** than my team members by a specific amount X% (see below)

-X% I contributed **less** than my team members by a specific amount X% (see below)

X% = 10%, 25%, 50%, 100%

Team Name:

Name	Contribution	Signature	Date
Charles	0%	Agreed	3/31/2023
Kateryna	0%	Agreed	3/31/2023
Shivanjali	0%	Agreed	3/31/2023
Qixuan	0%	Agreed	3/31/2023

IMPORTANT

Students must ensure that ALL team members have signed this form and all agree with the declaration, before it is submitted with the coursework.

By signing this form each student in the group makes a declaration that it is his or her own work and not plagiarised, colluded, *etc.*

By signing this form, each student in the group (not just the submitter) makes a declaration that they are jointly responsible for the integrity of all components of the assignment.

‘IT problems’ will not be regarded as an acceptable excuse for late or non-submission.