

Group project work code of conduct - GSOE9820 21 T1

The purpose of this document (code of conduct) is to provide some guidance for your group project activities. It is a student's responsibility to be familiar with this code of conduct. Students are accountable for their behaviour. Any misconduct may be subject to disciplinary action by the lecturing team and University under its disciplinary rules.

Communication platform

The students in a group are strongly recommended to communicate only through their dedicated Team for their group project. This channel stands as the project diary, reflecting the dynamic of the group activities in the completion of the project. Your assigned demonstrator will create this Team; it is expected that all meetings, meeting minutes, documents, and communications are in this Team.

The GSOE9820 teaching team may audit work in your Team for scaling or compliance purposes.

Students are expected to have working internet, video camera and microphone for all meetings and tutorials. Full participation in meetings and active discussion with team members of project assignments is the best way to prepare for the final interview (20%) that will be held in identical conditions.

All group members must participate in all group meetings (through Microsoft Teams or in person) unless otherwise agreed to make decisions regarding how to proceed with the project tasks. Keeping attendance records and meeting minutes are strongly recommended.

Punctuality

The group members need to commit to their internally agreed deadlines in completion of project activities.

If group members cannot deliver their tasks according to the agreed deadlines, they need to inform other members about this matter ASAP.

Group issues

Students are encouraged to firstly address the possible issues in their own group before approaching the lecturing team to exercise group work and develop their group work skills.

If a group member does not respond to the meeting invitations or do not deliver the agreed deliverable as the output of activity, the other members are needed to inform their assigned demonstrator at the first instance before it is too late. For example, if a group member does respond to the emails and meeting invitations a couple of times or does not deliver the allocated task without information other members from week 2, communicating this issue with lecturing team in week 8 is too late and eliminates the possibility of taking the most efficient actions.

Academic Integrity

Everyone must be familiar with the [UNSW Academic Integrity and Plagiarism procedures](#). Where a student breaches the [Student Code](#) with respect to academic integrity, the University may take disciplinary action under the [Student Misconduct Procedure](#).

Submission

All group members must sign off on group work assignments before a submission is made. A cover sheet will be provided later. It is recommended that an internal deadline is agreed upon to avoid poor file control or unexpected submissions.