Code of Conduct for students for online teaching and student examinations

At the start of the new academic year, the majority of teaching, with the exception of teaching activities for the BA and MA in Archaeology, the Career Minor, the English and Dutch-taught tracks in Journalism as part of the MA in Media Studies, and the MA in Euroculture, will unfortunately take place online. Cooperation between students and lecturers is essential if we are to continue providing teaching of a high standard. This situation is new to all of us and we can only uphold the quality of our teaching if we are willing to talk to and help one another. We now have a few months of experience in this type of teaching. It is crucial that students take an active part in lectures and seminars. This code of conduct sets out what the Faculty expects of its students during the new academic year. By appealing to your sense of responsibility before, during and after lectures, we will all play a part in maintaining the high standard of teaching, even in the current circumstances.

Online lectures

- a) Set up your workstation well in advance of the starting time of a lecture to avoid last-minute panic.
- b) Check your internet connection and use a browser that supports all of the functionalities of the system (e.g. Google Chrome).
- c) Follow the instructions given by the lecturer. These may relate to asking questions, using your microphone, etc.
- d) In principle, all students should switch their cameras on. Although it is not compulsory to use a camera, images promote interaction, particularly during seminars and practical lessons. In addition, lecturers do not enjoy lecturing to a black screen. If, however, you have medical reasons for being unable or unwilling to use your camera, please notify the study advisor and your lecturer before the start of the course unit.
- e) Use respectful, decent language at all times during lectures and behave appropriately towards your lecturer and fellow students.

Communications

As most of the teaching will take place online, most communications will also be provided via digital channels.

- a) Check your UG email inbox, the Student Portal (Nestor) and the Online Student Handbook regularly to keep abreast of changes and new information (both about your course units and measures in general).
- b) Follow the instructions that your lecturers give you about communicating with the lecturer and your fellow-students outside lectures.

Compulsory attendance/requirements

Lecturers assume that a certain number of students will attend their lectures and they organize seminars to ensure optimum interaction between the lecturer and students, and between students themselves.

- a) You must attend lectures wherever possible.
- b) Compulsory attendance for online teaching will not be enforced in the first semester.
- c) You will, however, be expected to take an active part in lectures. This includes reading the required literature, preparing questions and completing any assignments that have been set.

1 However, in some cases, in-person meetings will be organized to supplement online activities. It is therefore important to keep an eye on the Online Student Handbook and check the announcements throughout the academic year.
d) If you are unable to attend, for whatever reason, please inform the lecturer in plenty of time.

**Privacy and general data protection**

Now that most teaching is taking place online, material relating to course units will also be distributed online. This includes articles, chapters from books, presentations and recordings of lectures. In principle, the copyright belongs to the person who made the documents, and material is only intended for private use.

a) Further distribution of the material at your disposal is not permitted.

b) In addition, recording online lectures without prior permission, with the intention of distributing recordings via other channels, is prohibited.

**Examinations**

Now that most of the teaching is taking place online, lecturers have had to set recent examinations online too. In principle, in the last teaching block, students sat their exams from home. Lecturers must be certain that students are working on their exams entirely on their own, unless the rules for a specific exam encourage students to work together. After all, the results of an exam are supposed to be an indication of what individual students know and are capable of. As this cannot always be guaranteed, certain exams during the forthcoming period – as far as possible - will take place in designated rooms, with due respect for the measures relating to the coronavirus pandemic.

The Faculty of Arts will not use surveillance software to monitor students taking exams at home. We assume that students will act in good faith and observe the rules that lecturers impose for exams. If you notice a 'grey area' that could lead to cheating or plagiarism during a particular exam, and are you uncertain about what is allowed and what not (use of summaries that are shared among students, participating in Whatsapp groups etc.), please inform the rules with your teacher and do your best to avoid anything that resembles irregularity. Lecturers will report any suspicions they have of cheating or plagiarism to the Board of Examiners, including suspected collaboration between students. The Board of Examiners will handle the matter further.

**Technical aspects**

Students are personally responsible for organizing the technical aspects of their equipment and for ensuring that their internet connection works. An unstable internet connection can make it difficult to follow and take part in lectures. If you are unable to remedy the situation, notify your study advisor and lecturers so that they are aware that you may not be able to take part (in the technical sense). The appendix to this Code of Conduct gives more details about technical aspects that may affect your ability to follow online and digital teaching.
Appendix: Technical aspects

Laptop or PC
To avoid problems when being taught online or digitally, we recommend that your laptop or PC meets the following minimum requirements:
- Minimum of 8GB memory
- Minimum of an i3 or Ryzen 5 processor
- Operating system based on Windows, Chrome OS, Mac OS or Linux

Online teaching
Every Nestor course unit has a virtual classroom, known as Blackboard Collaborate (BB Collaborate). This is where online lectures take place. BB Collaborate is regularly certified against the following combinations of browsers and operating systems. These combinations also reflect the areas of strongest support:

<table>
<thead>
<tr>
<th>Browser</th>
<th>Desktop</th>
<th>Mobile</th>
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<tbody>
<tr>
<td>Google Chrome</td>
<td>Windows 10, macOS 10.14+</td>
<td>Android 9+</td>
</tr>
<tr>
<td>Firefox</td>
<td>Windows 10, macOS 10.14+</td>
<td>Not supported</td>
</tr>
<tr>
<td>Safari</td>
<td>macOS 10.14+</td>
<td>iOS 12+</td>
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<tr>
<td>Microsoft Edge</td>
<td>Windows, macOS</td>
<td>Android, iOS</td>
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<tr>
<td>(Chromium)</td>
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More information about browsers supported by Blackboard Collaborate is available at: [https://help.blackboard.com/nl-nl/Collaborate/Ultra/Participant/Get_Started/Browser_Support](https://help.blackboard.com/nl-nl/Collaborate/Ultra/Participant/Get_Started/Browser_Support).

Buying software
Certain software can be downloaded free of charge via the UG download page: [https://swdownload.webhosting.rug.nl/](https://swdownload.webhosting.rug.nl/). You can also buy certain programmes (such as Microsoft Office) at discounted rates via [https://www.surfspot.nl/](https://www.surfspot.nl/).