

## Online Language Tandem Code of Conduct

*For students from partner universities participating in virtual language exchanges*

The purpose of the language tandem program is to promote linguistic progress, intercultural understanding, and respectful collaboration between students from diverse backgrounds. All participants are expected to contribute to a safe, supportive, and enriching learning environment.

### 1. Mutual Respect and Cultural Sensitivity

- Treat your partner with respect, patience, and openness.
- Recognize that cultural norms, communication styles, and social expectations may differ significantly.
- Avoid making assumptions; ask questions respectfully when you need clarification.
- Refrain from comments that could be offensive, judgmental, or culturally insensitive.

### 2. Inclusive and Non-Discriminatory Behavior

- Do not engage in discrimination based on nationality, ethnicity, gender, sexual orientation, religion, disability, age, socioeconomic background, or political beliefs.
- Avoid generalizations or stereotypes about any group.
- Foster an inclusive environment where both partners feel valued and heard.

### 3. Appropriate Communication

- Use respectful and professional language in all interactions, including video calls, chats, emails, and shared documents.
- Be mindful of humor or informal expressions that may not translate well across cultures.
- If a misunderstanding occurs, address it calmly and constructively.

### 4. Collaborative Learning Attitude

- Share speaking time fairly between both target languages.
- Be willing to correct your partner kindly and accept corrections in return.
- Prepare for sessions and actively contribute to the learning objectives.
- Show curiosity, ask questions, and embrace the exchange as a mutual learning opportunity.

### 5. Privacy and Digital Safety

- Respect your partner's privacy and personal boundaries.
- Do not record sessions, take screenshots, or share any personal information without explicit permission. Screenshots may be taken solely as proof of attendance, if required for recognition purposes. These screenshots must not be shared publicly or on social media and should only be used for the intended administrative purpose.
- Keep login details, contact information, and shared materials secure.

### 6. Professional Conduct in Online Spaces

- Join sessions on time and notify your partner promptly if you must reschedule.
- Ensure a calm and respectful environment during online meetings whenever possible.
- Use university-approved communication tools responsibly and follow each institution's digital policies.

## 7. Zero Tolerance for Harassment or Inappropriate Behavior

- Harassment, bullying, or coercive behavior — whether verbal, emotional, or sexual — is strictly prohibited.
- Do not insist on personal topics that make your partner uncomfortable.
- Immediately report any inappropriate behavior to the program coordinators.

## 8. Conflict Resolution

- If a disagreement arises, try to address it respectfully and directly with your partner.
- When needed, contact program staff for mediation or support.
- Remember that misunderstandings can occur due to linguistic or cultural differences.

## 9. Commitment to the Program

- Participate actively and consistently throughout the exchange period.
- Communicate honestly about your expectations, goals, and availability.
- Support your partner's learning and share responsibility for a positive tandem experience.

---

By enrolling in the online language tandem program, I agree to:

1. **Respect my partner** and communicate with cultural sensitivity and openness.
2. **Avoid any discriminatory, offensive, or inappropriate behavior** in all interactions.
3. **Use clear, respectful language** and handle misunderstandings calmly.
4. **Share speaking time fairly** and contribute actively to mutual learning.
5. **Respect privacy** by not recording, sharing personal data, or distributing content without permission.
6. **Act professionally online**, including being punctual and notifying my partner of changes.
7. **Report harassment or issues** to program staff if needed.

I understand that maintaining a safe, inclusive, and supportive environment is essential to the success of the program.